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Filing and Finding Papers

The Globe-Wernicke Co.
Cincinnati

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FORM 199-A

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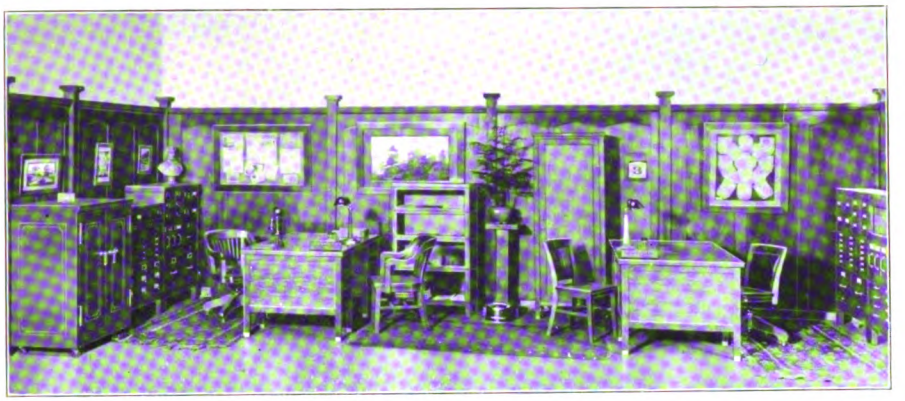

Filing and Finding Papers

BY THE

Globe-Wernicke

Safe Guard

Method of Vertical Filing

Card Index Filing

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CINCINNATI

Form 199-A

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THE SAFE GUARD METHOD OF FILING AND FINDING PAPERS.

Easy Filing—Quick Finding

Important Names Always in Sight.

Unimportant Names Easily Found if Wanted.

On opposite page appears a model arrangement of a Vertical File Drawer, having every possible mechanical *Safeguard* to prevent papers or letters from getting into the wrong folder.

Fig. 1—The Alphabetical Pressboard Guides, tabbed in three consecutive positions to the left of the center, do not, and *cannot* interfere with the names written on the Right Tab Folders.

Fig. 2—The Alphabetical Tab Folders are intended only for letters and papers of a miscellaneous character. These Folders are placed directly behind the Guides and bear the same indexing. They eliminate the confusion that often occurs when letters of a miscellaneous character are stored in a separate file. For example, if an inquiry comes from A. J. Anderson, who is not a regular correspondent, his letter, with copy of reply attached, would go into the "A" Alphabetical Tab Folder.

Should further correspondence develop, the original inquiry would then be taken out of this Alphabetical Folder and the name written on a Right Tab Folder intended to hold several papers relating to one subject, or for correspondence conducted with one party.

Fig. 3—The Right Tab Folders are used for names of important customers or subjects.

The name on the Right Hand Tab is quickly discernible, because of no interference with the Guide Tabs.

An arrangement so extremely simple as this, and one which is as easy for the eye to follow as it is for the hand to manipulate, should prevent the complication arising from misplaced letters

Fig. 4—When Letters or Papers are taken from the Filing Department, record is made on the Out Card, which serves to index the date and name of party to whom charged.

With such precautionary measures, any delays in promptly finding desired papers can be charged up to gross carelessness.

Fig. 5—Matters pertaining to special subjects can be filed in Colored Folders, Blue or Red.

A Supplementary Feature of the Safe Guard System to be used when desired.

In the Safe Guard System in addition to the alphabetical indexing, a location number is assigned to each guide, and of course the guide's corresponding alphabetical folder carries the same number. The numbers are assigned in consecutive order starting with one, thus in a set of 25 subdivisions, the first guide and its alphabetical folder would be numbered "1", the second guide and its alphabetical folder "2", and the last guide and its alphabetical folder "25". The individual folders between the guide and its alphabetical folder are numbered the same as the guide and folder. Thus those between the guide "Z" and its alphabetical folder "Z" are numbered 25.

If the folder for the "Benton Sheet Steel Co." was to be replaced, the number "3" on it would mean, place it behind the guide "3". See diagram opposite. When this Numerical Feature of the Safe Guard System is used, it is better that each paper bear the number of the folder in which it belongs.

To Find the Papers Quickly—That's the Thing.

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SUPPLIES USED IN THE GLOBE-WERNICKE SAFEGUARD METHOD OF VERTICAL FILING.

Patented Nov. 19, 1907

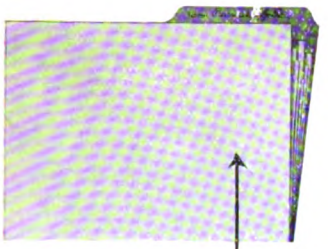

Fig. 3
Right Tab Folder
Important Names
Always
Conspicuous.

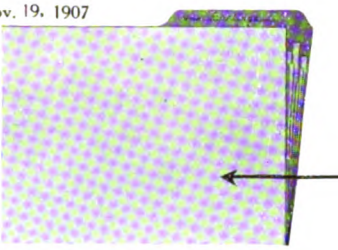

Fig. 5
Colored Folders
for Special
Subjects.
Furnished in
Blue or Red.

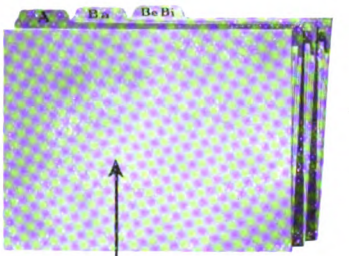

Fig. 2

Left Tab
Alphabetical Folders
for Miscellaneous
Letters and Papers.

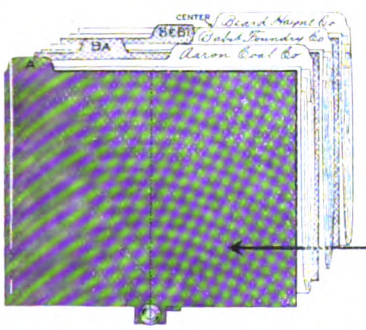

Fig. 1
Alphabetical Pressboard Guides
Left Hand Tabs
Distributed in Threes Halfway
Across Do Not Interfere with
Tabs of Folders.

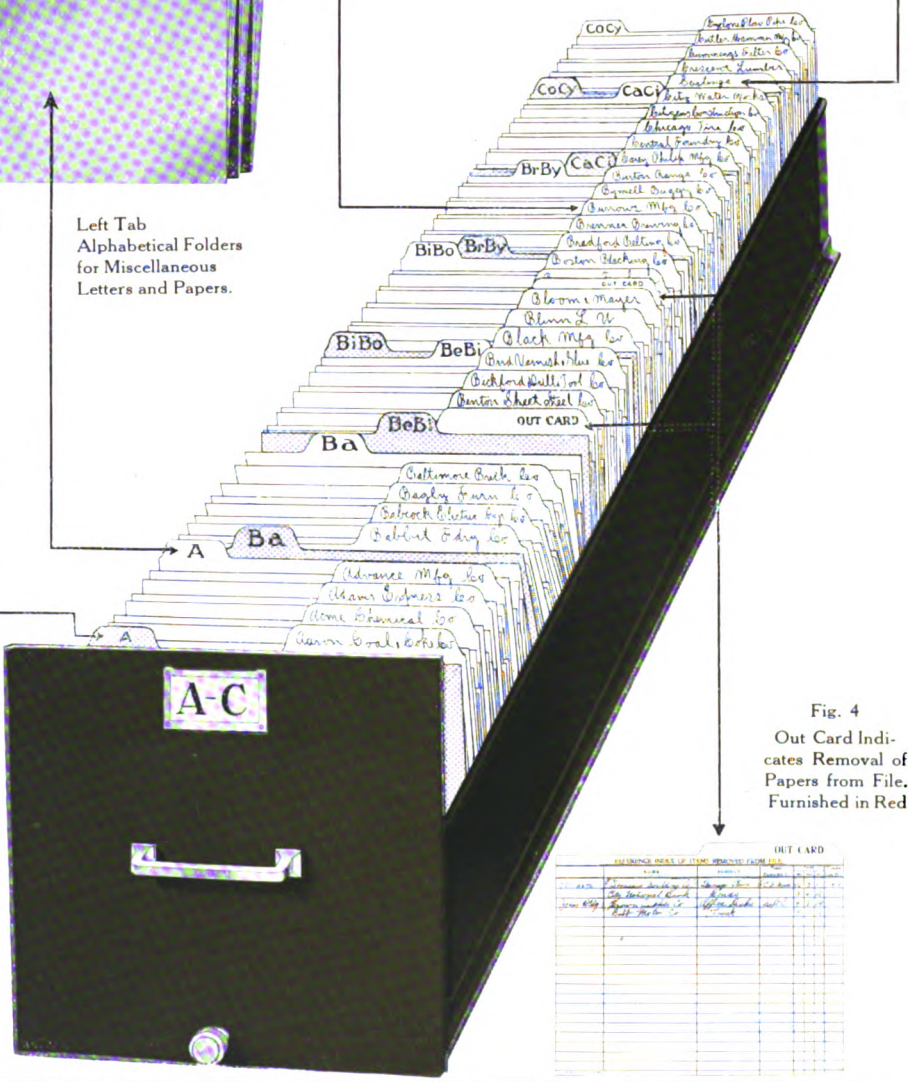

Fig. 4
Out Card Indicates Removal of Papers from File.
Furnished in Red

The Safe-Guard Method is the Quickest for Finding Papers.

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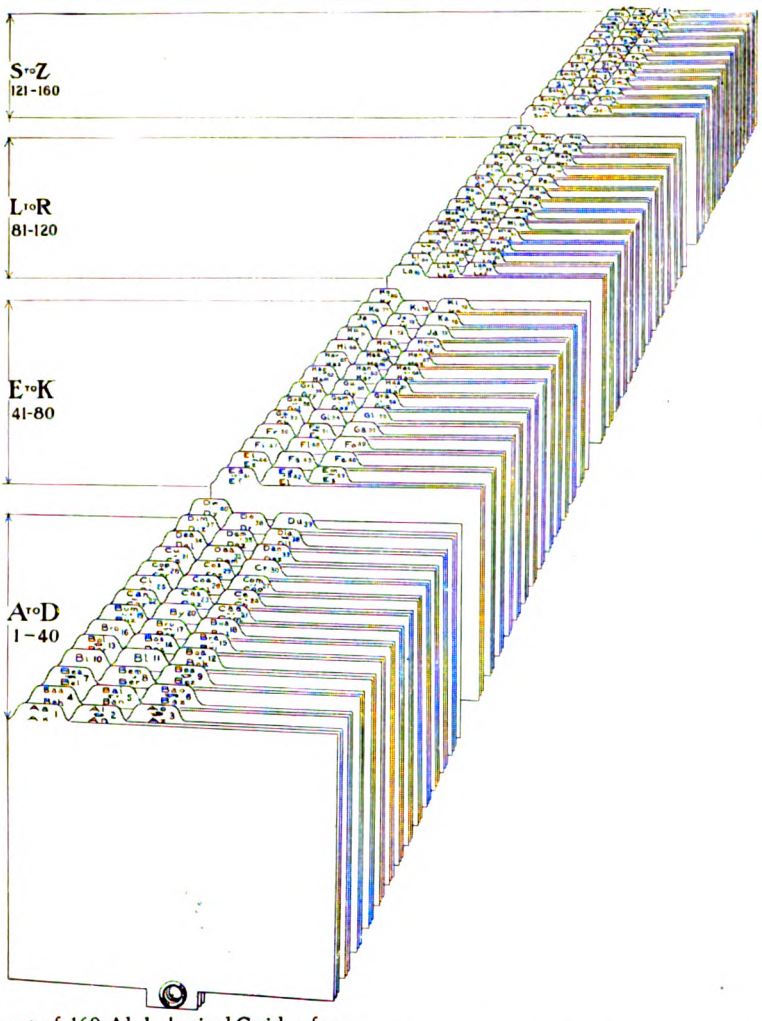

A set of 160 Alphabetical Guides for a Four Drawer Upright Cabinet.

Four-Drawer Upright Filing Cabinets WOOD or STEEL see Filing Cabinet Catalogue.

Number of Guides to a File.

It is impossible to set any arbitrary arrangement of Index Guides that will suit all users of Vertical Filing Cabinets.

Ordinarily we recommend 40 Alphabetical Guides to each Upright Globe-Wernicke file drawer which will hold about 5000 papers of average thickness—such as used in business correspondence, The Globe-Wernicke 2000 Upright Wood Line and the 7000 Upright Steel Line Cabinets measure 28 inches deep outside, the largest file drawers made.

The alphabetical arrangement of index labels on the outside of a four drawer Globe-Wernicke Upright Cabinet would be A-D; E-K; L-R; S-Z.

On the inside, 40 Division Guides to each of the four files would make a complete set of 160 alphabetical subdivisions (No. 5513 Pressboard Alphabetical Guides, 160 A to Z).

For the miscellaneous correspondence there would be an equivalent set of Alphabetical folders of 160 subdivisions (No. 641 Alphabetical Folders, 160 A to Z).

For the regular or established correspondence, as many right hand tab folders (No. 631) as the volume of business would justify, say at the start 1000.

It might happen that only three drawers of a four drawer cabinet were wanted for correspondence, and one drawer for salesmen's reports – in which instance a set of 120 Vertical Pressboard Guides and 120 Alphabetical Folders (40 to each of the three drawers) would suffice, and as many blank Guides for the names of the salesmen as there are men employed, with auxiliary monthly Guides for each name.

The Safe-Guard System is Mistake Proof.

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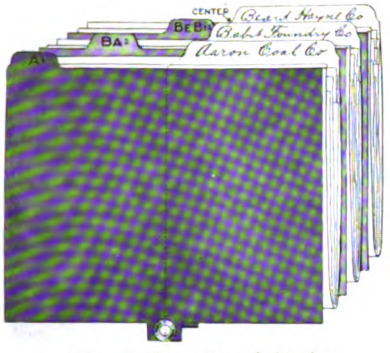


Fig. 1—Pressboard Guides. Left hand tabs distributed three across do not interfere with tabs or folders.

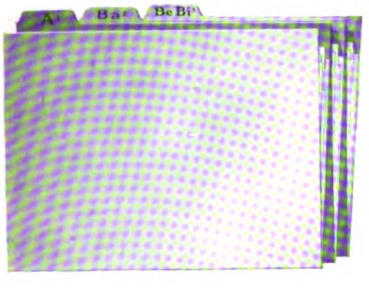


Figure 2 Alphabetical Folders. Tabs identical with those on the Division Guides. These folders for papers and letters of miscellaneous character.

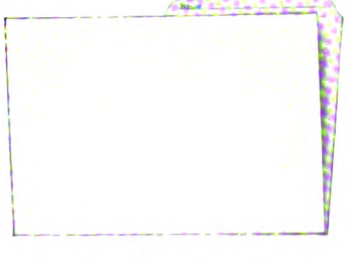
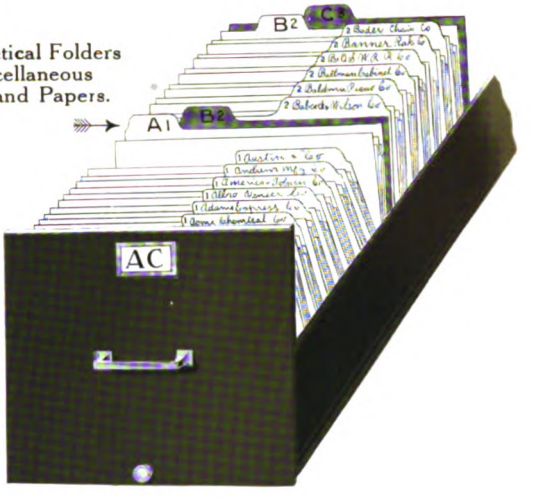


Fig. 3—Right Tab Folder. A permanent folder for papers all relating to one subject or for correspondence with one party.

Alphabetical Folders For Miscellaneous Letters and Papers.



Correct Relative Position between Division Guides and Folders in the File.

The Safeguard Arrangement.

On page 3 appears a model arrangement of a Vertical file drawer having every possible mechanical SAFEGUARD to prevent papers or letters getting into the wrong folder.

The Alphabetical Pressboard Guides, tabbed in three consecutive positions to the left of the center do not, and *cannot* interfere with the names written on the Right Tab folders.

The Alphabetical Tab Folders are intended only for papers and letters of miscellaneous character.

The letters on the tabs correspond with those on the Division Guides and line up in exactly the same position.

These Alphabetical Tabbed Folders eliminate the confusion that often occurs when letters of miscellaneous character are stored in one file.

Handling Miscellaneous Inquiries.

For example, if an inquiry comes from A. J. Anderson, who is not a regular correspondent, his letter with copy of reply attached, would go into the "A" Alphabetical Tab Folder, see Fig. 2.

Should further correspondence develop, the original inquiry would then be taken out of this Alphabetical folder and the name written on a right tab folder intended to hold several papers relating to one subject, or for correspondence conducted with one party—see Fig. 3.

The name on the right hand tab is easily and quickly discernible, because of no interference with the Guide tabs.

An arrangement so extremely simple as this, and one which is as easy for the eye to follow as it is for the hand to manipulate, should prevent the complications arising from misplaced letters.

With such precautionary measures, any delays in promptly finding desired papers can be charged up to gross carelessness.

The Safe-Guard System is the Easiest to use.

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SAFEGUARDS AGAINST DELAYS.

Waiting at the Desk.

No more annoying circumstance occurs during business hours, than to ask for a letter awaiting immediate reply—perhaps by wire—and to have the file clerk bewilderedly fumble around the cabinet muttering, "I—er—somebody—must have put it in the wrong folder."

Under such irritating circumstances one feels warranted in doubting the efficiency of vertical filing.

And yet, where Filing Devices are hastily installed without proper and adequate SAFE-GUARDS, just such temper-rousing trials are bound to occur—and occur frequently.

These Safeguards are in the form of INDEXED GUIDES, which perform the MOST important function in finding letters and papers.

Simple Methods Desirable.

If inadequate in number, complex in character, or unevenly arranged so as to interfere with instantaneous reference to the particular paper wanted, such a system is to be condemned rather than commended.

MOST ALL the papers used in modern commercial transactions are worth filing carefully, if worth filing at all. But careful methods can be promoted by simple, as well as complicated devices.

VERTICAL FILING—that is, filing papers on edge instead of in flat position—is universally acknowledged to be superior to the old method which was arbitrary in its limitations, some files being but partially used, while others were overcrowded.

The manifest advantages of VERTICAL FILING are therefore not to be lost sight of, because of the lack of proper SAFEGUARDS that mechanically, but effectively, prevent the liability of such accidents as the one cited.

Many filing reforms are freakish in character and impractical for every day use where time is an important factor.

The Filing Clerk Not Always Responsible for Delays.

It is far more important to the average business man that his clerk hand over the papers desired on demand, than to be able to tell him all the different ways to file them.

But clerks are sometimes held responsible for the serious delays due to misfiling of letters, because their filing system requires the services of an expert.

In this pamphlet we have attempted to show why certain methods now in use are a constant source of annoyance and loss of time—then to demonstrate how such evils can be easily eradicated by arranging the right kind of supplies, so that the FINDING of papers will become as much of a certainty as the FILING of them.

This, then, is the real object to keep in view—the FINDING of papers, not the filing of them.

Whenever any System interferes with that result, it becomes a hindrance—not a help.

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BUY THE RIGHT WEIGHT OF GUIDES TO GET THE RIGHT KIND OF SERVICE

A Manila Guide is not sufficiently strong for constant service.

Rigid Guides Necessary to Support Contents of File.

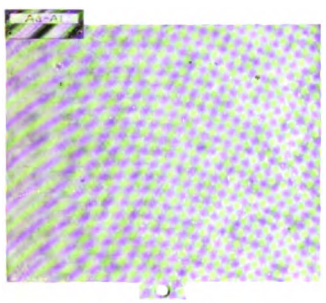
Errors in filing are also due to the use of Guides having insufficient rigidity to support the weight of the Folders—some of which may contain 40 or 50 papers, so that the weight of the Folder is several times that of the Guide.

Under such conditions a Manila Guide is very apt to buckle under the folders in front of it, especially if not compressed tightly by the follower block in the back of the file.

This makes an additional interference to taking papers in and out of the file.

On the other hand Globe-Wernicke Heavy Pressboard Guides, which are the heaviest and strongest Guides on the market, act as a support to the folders and papers, keeping them ALWAYS in an upright position.

Celluloid Tab and Metal Label Holders.



Globe-Wernicke Pressboard Guide with Metal Label-Holder.

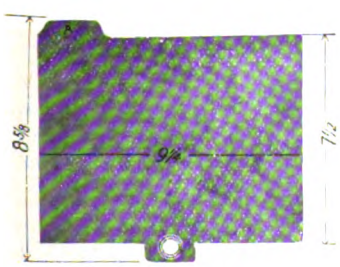
These vertical pressboard Guides are also furnished with Celluloid tabs or Metal Label Holders, in which the labels can be changed whenever conditions warrant.

Naturally the index slips protected by the celluloid or metal label-holders are less apt to become soiled and consequently remain more legible. The labels in the metal label-holders can also be renewed at any time at far less expense than incurred in purchasing an entirely new set of Guides.

In a crowded file, Manila Guides are very apt to be torn in pushing back the rod which locks them in the file drawer.

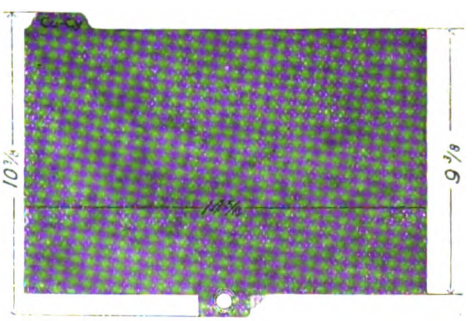
Globe-Wernicke Pressboard Guides have a double reinforced brass eyelet that guides the rod and are practically indestructible.

Do not confuse them with the pasteboard guides advertised as Pressboard.



V. B. Guide

V. L. Guide



V. C. Guide

With Globe-Wernicke Equipment Anybody can file Anything.

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ANTICIPATING FILING NEEDS FOR A PERIOD OF THREE YEARS.

Fig. 1
Five No. 7041 V. L. Steel Uprights on leg bases. See Catalogue.

A Combination of five
Upright Vertical Letter File Units
Indexed Alphabetically
According to
States and Towns,
For all States in the Union
Capacity 100,000 papers.

A Combination of Ten
Upright Vertical Letter File Units
Arranged Back to Back,
so that two years' correspondence
is within easy reach.

Files for current year face on one side,
and those for previous
on opposite side.

This is a great convenience
as it reduces the labor and prevents
delay in locating papers of
the previous season.

Fig. 2.
Ten No. 7041 V. L. Uprights on leg bases. See Catalogue.

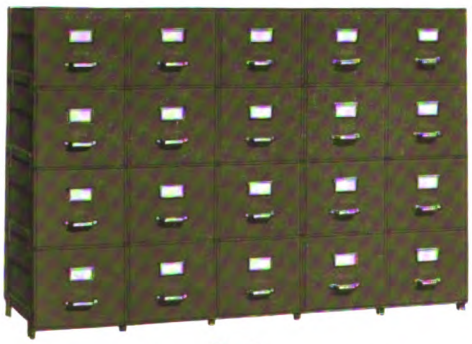

Fig 3
Twenty No. 191 Steel Storage Cases, See Catalogue.

A Combination of Twenty
Storage Cases for holding Letters
and Papers Transferred
from the active files.

Above three illustrations show how the correspondence is taken care of for a period of *three* years—all of it classified and indexed on the same plan so as to be always accessible.

There is a Variety of Globe-Wernicke Lines to select from.

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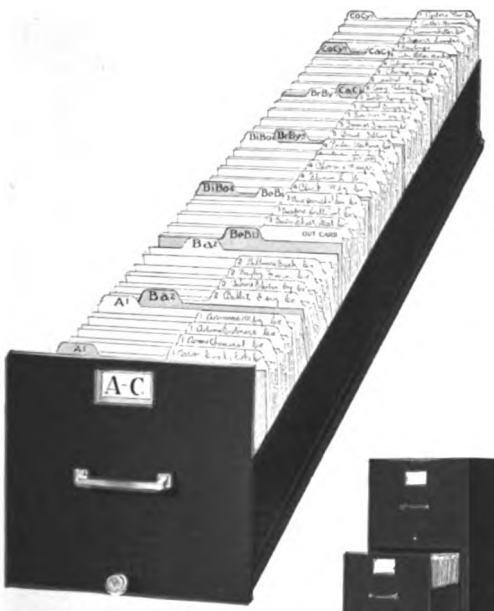
IDENTICAL ARRANGEMENT IN ACTIVE FILE AND STORAGE CASE FACILITATES REFERENCE TO ALL PAPERS.



The Active File.
Showing Division Guides and Alphabetical Folders.

All folders in active file are transferred.
The alphabetical folders serve as an index in storage case.
Only the Pressboard Guides remain in active file.
This method is the most economical.

The Storage File.
Showing how the Alphabetical Folders serve to index the papers after being transferred.

The Active Cabinet with smooth gliding side extension slides and roller bearings.

The Storage Cabinet or Transfer Case.

The three illustrations on the opposite page show an economical and efficient method of providing for a correspondence amounting to 100,000 papers annually and covering a period of three years.

Figure 1 shows a combination of five upright filing cabinets having a total capacity of 100,000 papers, *including* Folders and Guides.

This is intended to represent one entire year's correspondence.

Figure 2 shows ten upright filing cabinets set back to back; the cabinets for the current year facing one side, and those for the previous year on the opposite side.

As correspondence several months old is as often referred to as that filed during the current month many concerns follow this arrangement.

When the third year comes around, the correspondence which is two years old is transferred to Storage Cases as shown in Figure 3.

The order in the Storage Case and the Active File remains identical, for the reason that the tabs on the *alphabetical* folders containing the miscellaneous correspondence, when transferred from the Active Files, serve as the index to *all papers* in the Storage Case.

For the fourth year, all that is neccessary to re-equip the twenty empty files is the purchase of sufficient folders for the ensuing year, these to be distributed between the Division Guides remaining in the file.

This method of indexing can be continued year after year as long as it is desirable to retain the papers.

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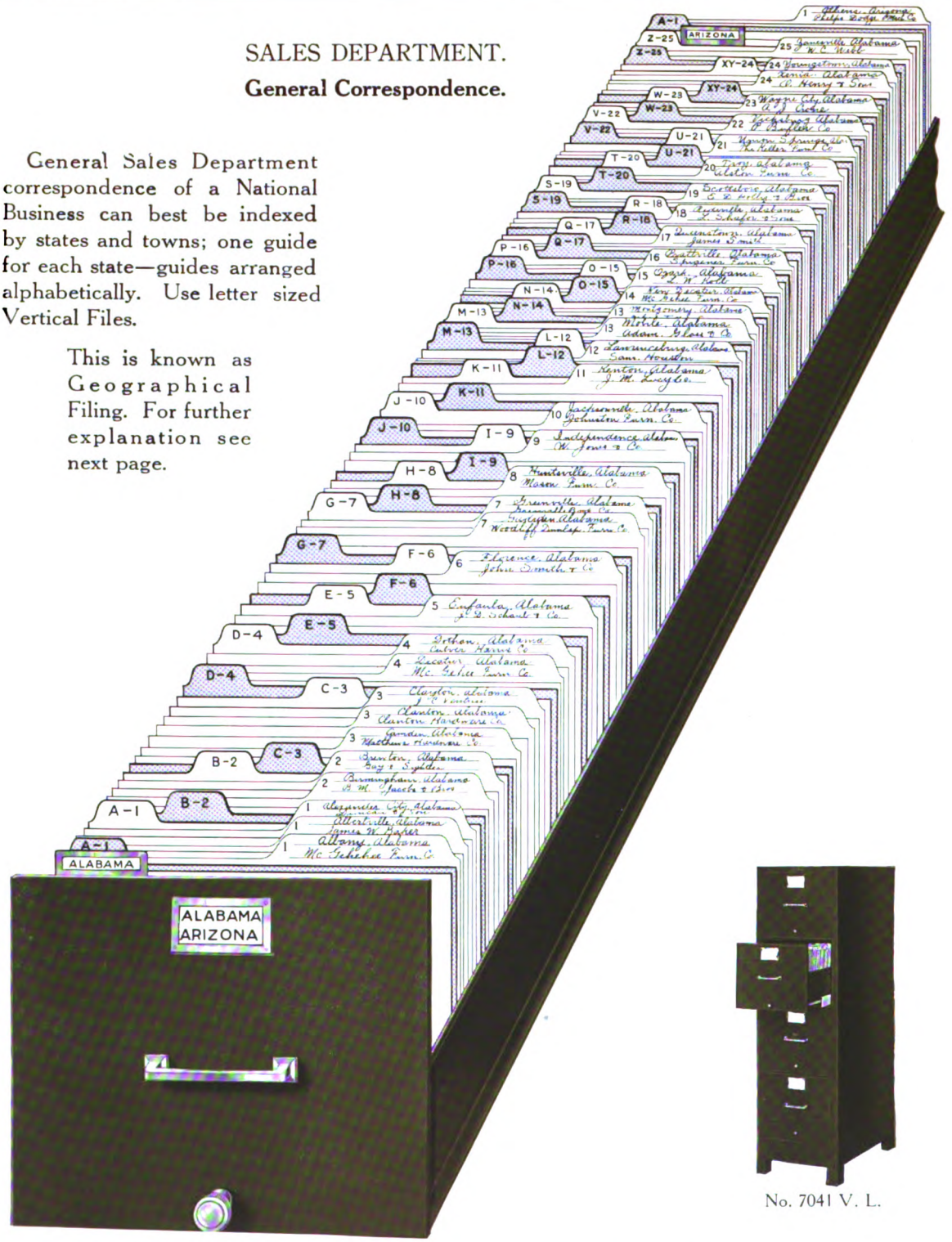
SALES DEPARTMENT.

General Correspondence.

General Sales Department correspondence of a National Business can best be indexed by states and towns; one guide for each state—guides arranged alphabetically. Use letter sized Vertical Files.

This is known as Geographical Filing. For further explanation see next page.



Geographical Filing

No. 7041 V. L.

Globe-Wernicke Files Operate So Smoothly

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SALES DEPARTMENT.

General Correspondence.

On opposite page appears a model arrangement of a Vertical File Drawer with guides and folders for geographical filing.

Behind the first guide "ALABAMA", a complete set of Safe Guard GUIDES and ALPHABETICAL FOLDERS is placed.

Between the GUIDE "A" and its corresponding ALPHABETICAL FOLDER "A" is placed an individual right hand tabbed folder for each regular customer in towns beginning with "A" as Albany, Albertville, Alexander City, Andalusia, Anniston, etc., all alphabetically arranged. Miscellaneous correspondence from towns beginning with "A" is placed in the ALPHABETICAL FOLDER "A".

Following the ALPHABETICAL FOLDER "A" the GUIDE "B" is placed, then individual right hand tabbed folders for regular customers in towns beginning with the letter "B", then the ALPHABETICAL FOLDER "B" for miscellaneous correspondence from towns beginning with the letter "B".

Next GUIDE "C" and so on to "Z."

Thus it is evident that for "ALABAMA" there is a complete system in itself, independent of all other States and so it is with each State. Therefore when operating in forty-eight States there are forty-eight independent systems. Whether a concern operates in one or a dozen States this system is best. It is so simple, a child can use it, so accurate that nothing can be lost, and so quick that it is 100% efficient.

This method of filing the correspondence according to States and Towns makes it possible to refer to a traveler any matter pending in cities as he visits them.

Re-File By Numbers.

When a letter is removed jot the guide number on it to facilitate refiling. In the Safe-Guard System the guides are numbered and the Individual and Miscellaneous Folders are numbered to correspond with the guides.

Where a Sales Department is covering a very limited territory it is sometimes better to use but one set of Safe Guard GUIDES and ALPHABETICAL FOLDERS without State Divisions.

Again for a purely local business it would be better to file alphabetically according to names of Customers, than by Towns—see page 3.

When an order results from correspondence conducted in the Sales Department, all papers are attached and sent to the Order Department if it is operated separately.

S-3317 V. L. Section (Vertical Letter).

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that 100% Concentration is Afforded Contents.

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SALES DEPARTMENT

Correspondence with Travelers

Letters from the men on the road pertaining exclusively to an agent or one certain town are filed in the General Correspondence System, but letters from roadmen concerning the goods or prices or discounts must be filed in an independent system and for this purpose a TANG FOLDER for each salesman is used, arranged alphabetically in a separate drawer without Guides.

Tang Folder.

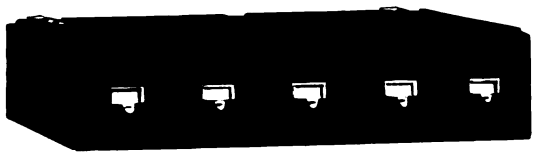
Record of Sales of Travelers.

As such reports are usually made on a printed form, of letter size, the simplest method is to use a separate Tang Folder for each salesman, grouping them alphabetically without guides in a Vertical File Drawer.

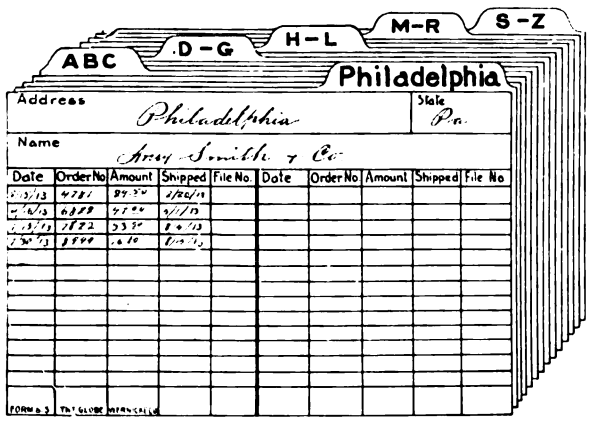
S-1617 V. L. Section (Vertical Letter) 17 inches deep, containing 1 File measuring inside 12¼ inches wide, 11¼ inches high, 14¾ inches deep.

One Drawer Vertical Letter size Half Section

Customer's Card List.



S-3317½-C. I. 35 (One Row Card Index)



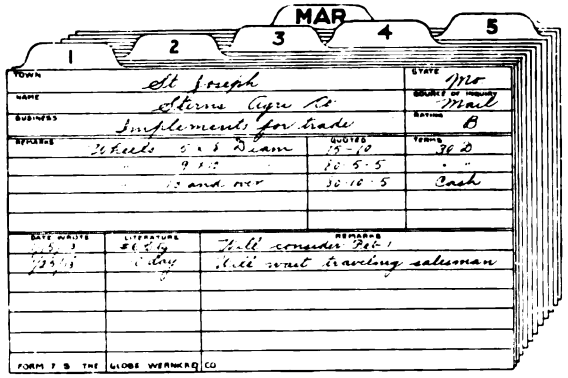
Form 8-S Customers' List Card.

A Record Card for each customer is used—indexed by states and towns; all cards for ALABAMA customers grouped in alphabetical order behind the State Guide ALABAMA. When there are a great number, these are subdivided by a complete set of alphabetical guide cards or by town guides. This system is repeated for each state. Such a record will give you immediately a list of customers in any single state or territory, and if the record of sales is posted on the cards, it will show the volume of business coming in from the different states and towns as well as from each customer.

The value of this card is forciby demonstrated in instances where concerns are asked to duplicate previous orders, and without any other information than contained on this record card are the details can be located.

Follow Up.

A 3x5 File indexed with monthly and daily guides is used. If a letter is to be followed up on March 4th the customer's name, town and state are written on a 3x5 card and this is placed before the daily guide "4" in the set before the monthly guide "March", and when March 4th rolls around, the correspondence is taken from the file.



Form 7-S Follow-up Card distributed between Daily and Monthly Guides. Filing by date automatically produces card on date to be followed up.

Thirty-nine Different Vertical Files are Illustrated in

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SALES DEPARTMENT

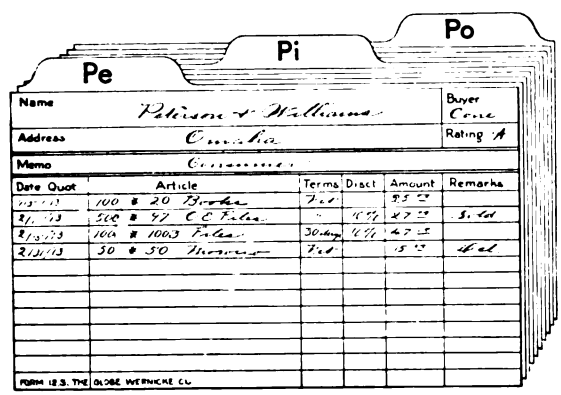
Survey or History File

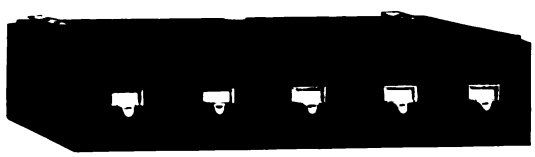
S-3317 V. L. Section (Vertical Letter) containing 2 Files, each measuring inside 12¼ inches wide, 11¼ inches high 15⅞ inches deep.

Many large organizations keep a record of past events and current affairs for each city. This information is gathered from various sources and is of great value in determining future policies. It is better to keep this system entirely separate from the system for General Correspondence. To begin with, all that is necessary is a set of State Guides and some right hand tabbed folders. Use one folder for each town File alphabetically by towns.

Card Index Quotation Record

Quoting a discount does not always develop a customer. Therefore a "Card Index Record of Discounts Quoted" is kept independently of the "Customer's Card List" especially as this latter usually carries a record of sales. Moreover it is frequently desirable to maintain a duplicate quotation file in the Order Department where the billing is done. The use of a 3x5 card (G-W 12S) to show customer's name, address, class of goods, date, discounts, terms, etc, is recommended. The card is filled out in duplicate, one retained in the Sales Department, the other sent to the Order Department. The system for filing is by States and Towns the same as for the Customer's Card List.





6⅝ Inches high

S-3317½ C. I. 35 One Row Section (Card Index) containing 5 Files for cards 3 inches high by 5 inches wide, 15 inches deep inside.

City Sales Organization

The territory to be covered is divided into districts, and a city salesman assigned to each district The salesman reports on each prospect or customer (using a very light weight 3x5 card) and the information is transcribed on a permanent card index record, the object being to have a history of every customer or desirable non-customer in the district.

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ORDER DEPARTMENT.

Filing Orders.

A Battery of 10 No. 2041 V. L. Wood Uprights mounted on leg bases. See Catalogue.

After orders are entered on Shipping Tickets, it is best to file the orders in a separate cabinet, and the same system as used for "General Correspondence" in Sales Department will be found most satisfactory. Any correspondence pertaining to an order should be attached and filed with it.

Filing Shipping Tickets

Shipping Tickets should be numbered consecutively. The number of the Shipping Ticket is noted on the customer's order for future reference purposes in tracing the shipping ticket. After shipment is made, the tickets should be arranged in numerical order and filed in Tang Folders, 100 tickets to each folder.

Card Index Record of Discounts.

A duplicate of the Discount Quotation Card File in the Sales Department is usually kept in the Order Department where the billing is done.

No. 118 V. L. Sorting Tray mounted on stand

Sorting Papers Before Filing

A Time Saver for a Large Filing System.

If the File Clerk is handed all the correspondence (or all the orders) of the previous day and begins walking up and down in front of the Filing Cabinet, distributing the first piece in the "Alabama" drawer, and the next in the "Wyoming" and the third in the "Arkansas" he will waste much time. Therefore efficiency demands a "Sorting Tray" which is a Vertical File mounted on a Roller Base. In the File are heavy Guides the tabs of which are printed to correspond with the labels on the fronts of drawers in the Filing Cabinet. When the filing hour arrives, this sorter is rolled over to the Cabinet, and all filing is accomplished quickly as the papers are already sorted.

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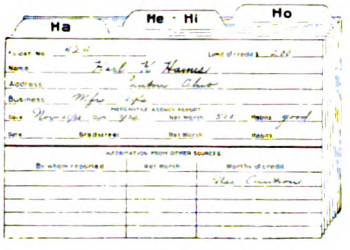
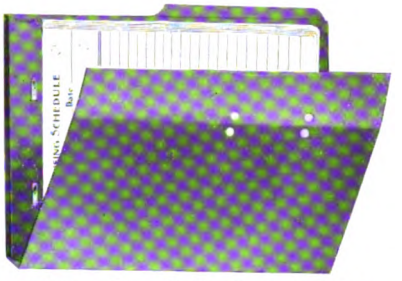
CREDIT AND COLLECTION DEPARTMENT.

Mercantile Reports

The Folder accommodates Papers of various sizes.



Form 11S Credit Card
Size 3x5 inches



Often a Tang Folder is preferred to the ordinary folder as it securely binds the valuable credit information.

Credit information may be filed either Alphabetically according to the Customer's Name (see page 3) or Geographically according to States and Towns, as used for General Correspondence in the Sales Department (see page 10.)

A separate letter sized vertical folder is used for each customer, regarding whom credit reports are obtained. On the tab of this folder, the customer's name, town and state are written. In the folder is placed the mercantile agency report or other information concerning the customer's credit or the collection of the account, in fact, anything that indicates the nature of the risk, and as additional credit information is received, it is placed in the folder.

By this method it is well done; it is done quickly; all pertinent facts are assembled in such a way that it takes but a moment to decide whether to attach the O. K. stamp, or "Hold the order up for Cash"

Each folder is therefore "Current Credit History" or "Past Credit History" of the concern whose name appears on the tab.

It is evident then that by filing according to States and Towns, a good line on collections and financial conditions in any locality, State or territory can be quickly obtained.

General Correspondence in this department can be filed alphabetically according to the names of the customers, or geographically by States and Towns.

The Globe Steel Safe protects papers relating to credits from possible loss as well as from inquisitive eyes.

A Battery of 10 No. 7041 Vertical Files for Credit Information of a Large Corporation.

Size C Globe Steel Safe containing 1 No. S-1617 C. I. 4x6 Section for 4x6 record cards, 1 No. S-1617 V. L. Section for vertical folders and shelves for storage.

There are Five Sizes of Globe-Wernicke Safes.

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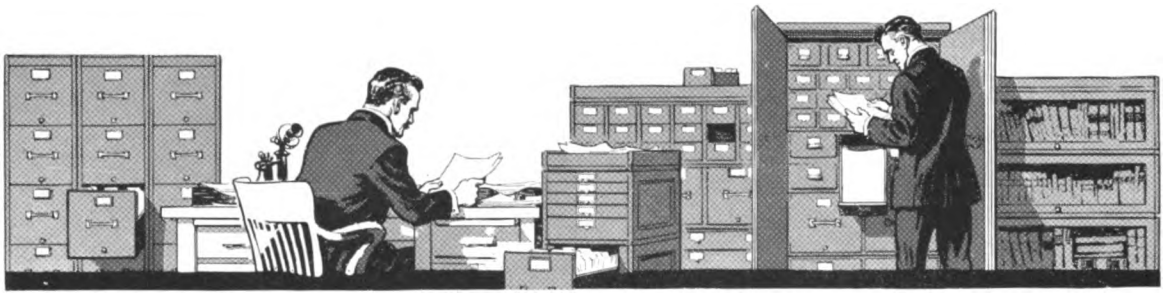
PURCHASING DEPARTMENT.

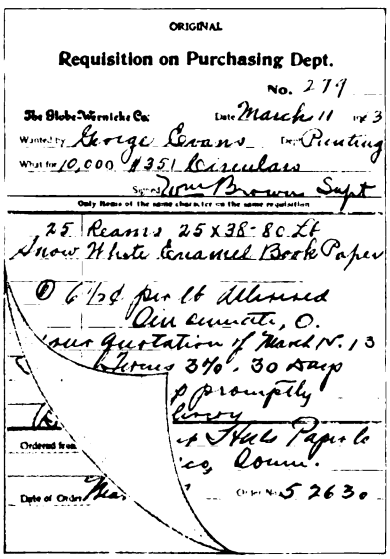


The accurate weighing of values, rather than the question of prices is the secret of skillful buying.

The chief assistant to a Purchasing Agent is an attractive-looking Globe-Wernicke Cabinet which keeps all information at the end of one's fingers.

General Correspondence is filed alphabetically, by means of the Safe Guard Method. See page 3.

Requisition for Purchases.


ORIGINAL

Requisition on Purchasing Dept.

No. 279

The Globe-Wernicke Co. Date March 11 19 3

Wanted by George Evans Dept. Printing

What for 10,000 #351 Circulars

Signed Wm Brown Supt

Only Items of the same character on the same requisition

25 Reams 25 x 38 - 80 Lt
Snow White Enamel Book Paper
@ 6 1/2 ¢ per lb Allowed
Cincinnati, O.
your Quotation of March N. 13
Terms 3%, 30 days
p promptly
Envoy
Ordered from ... Fine Paper Co
... Comm.
Date of Order Mar ... Order No. 5 2630

Departments requiring material are supplied with requisition blanks in duplicate. The original is sent to the Purchasing Department and the duplicate is filed in the issuing department.

To facilitate filing, the requisitions should be of standardized measurements (8½ x 11 inches, letterhead size), so they can be filed in Globe-Wernicke Vertical Letter Sized Filing Cabinets. The Requisition Blanks are numbered consecutively and filed that way. The number on the requisition is copied on the order.

For the small Purchasing Department we would suggest a filing cabinet made up of an assortment of sections similar to the following:

1 No. 3317 Top
1 No. 3317½ C. I. 46 One Row Section with 4 files for 4x6 record cards.
1 No. 3317 N. D. Section with 9 drawers for samples, catalogues, etc.
2 No. 3317 V. B. Sections each with 2 drawers for bills and invoices.
1 No. 3317 V. L. Section, with two drawers, one drawer for the Safe Guard System, the other for purchase record cards.
1 No. 3317 B. 9, Base.

See the Globe-Wernicke Filing Cabinet Catalogue or your local dealer.

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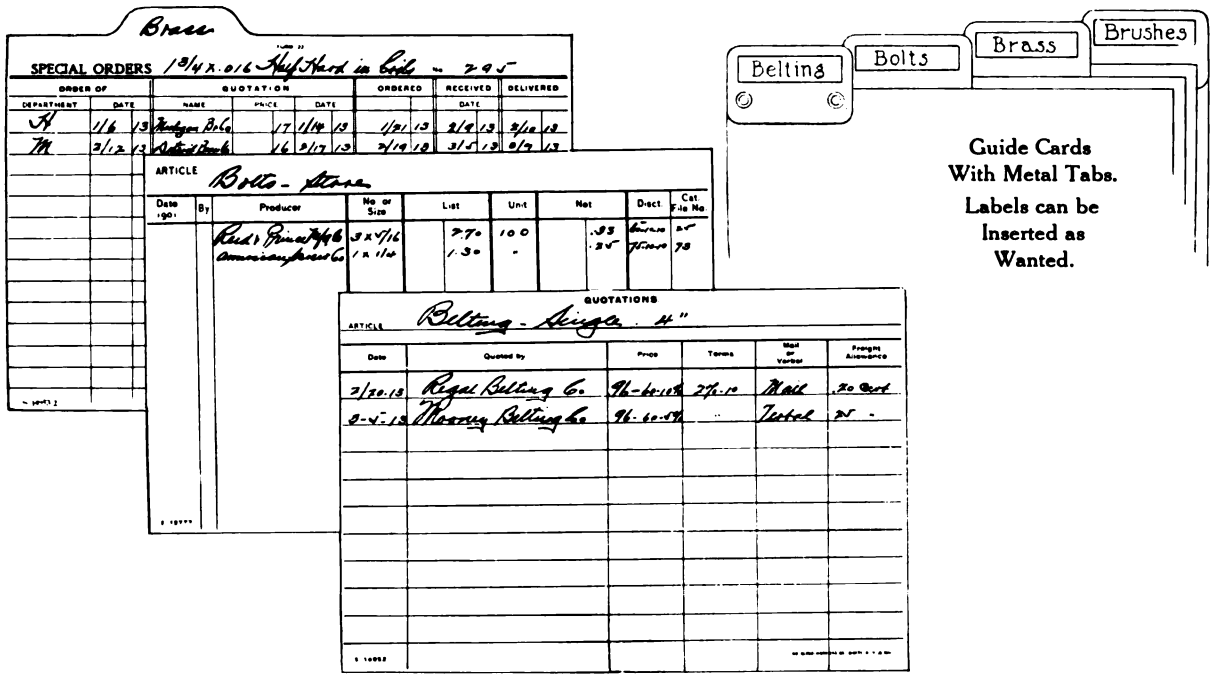
PURCHASING DEPARTMENT.

Recording The Quotations Received.



Specimen Forms of Quotation Received Cards.

After having received the written Requisitions, the next step is to secure bids and quotations.

The Globe-Wernicke Card System of assembling quotations is universally recognized as being the most accurate method of recording current prices, besides furnishing comparative statistics that in time become invaluable for keeping the Purchasing Agent posted on where to buy on the best possible terms. Size of card is 3x5, 4x6 or 5x8. Quotation Received Cards are filed by subject, i. e. commodity or material.

13¼ Inches high.
S-3317 C. I. 5S Section (Card Index) containing 6 Files for cards 5 inches high by 8 inches wide.

13¼ Inches high
S-3317 C. I. 35 Section (Card Index) containing 15 Files for cards 3 inches high by 5 inches wide; 15 inches deep inside.

13¼ Inches high.
S-3317 C. I. 46 Section (Card Index) containing 8 Files for cards 4 inches high by 6 inches wide; 15 inches deep inside.

For 100% Concentration On Work Use Globe-Wernicke Files.

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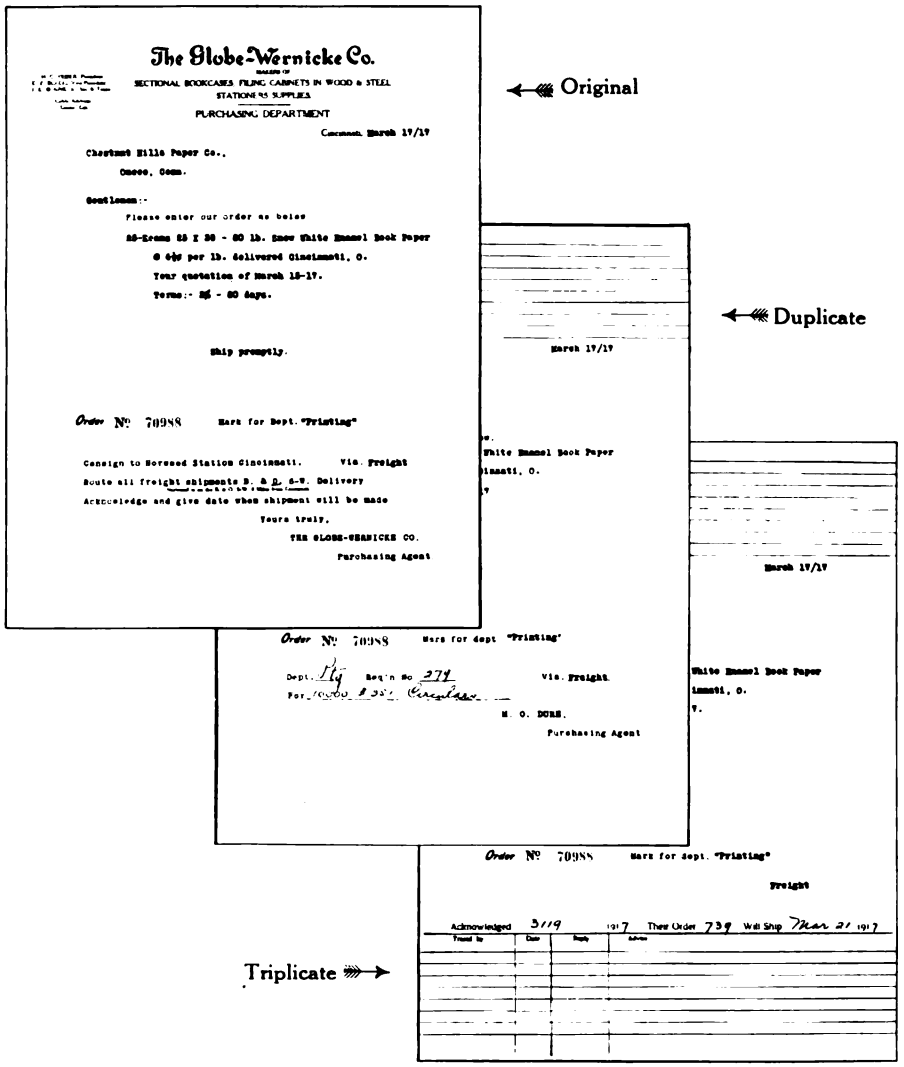
PURCHASING DEPARTMENT.

Placing the Order


The Globe-Wernicke Co.
SECTIONAL BOOKCASES FILING CABINETS IN WOOD & STEEL
STATIONERS SUPPLIES
PURCHASING DEPARTMENT
Cincinnati, March 17/17
Chestnut Hills Paper Co.,
Checo, Conn.
Gentlemen:-
Please enter our order as below
25-Reams 25 X 38 - 60 lb. Snow White Enamel Book Paper
@ 6½c per lb. delivered Cincinnati, O.
Your quotation of March 15-17.
Terms:- 2% - 60 days.
Ship promptly.
Order № 70988 Mark for Dept. "Printing"
Consign to Norwood Station Cincinnati. Via. Freight
Route all freight shipments B. & O. S-W. Delivery
Acknowledge and give date when shipment will be made
Yours truly,
THE GLOBE-WERNICKE CO.
Purchasing Agent
Original
Duplicate
Triplicate
March 17/17
Order № 70988 Mark for dept. "Printing"
Dept. Ptg Req'n No 374
Via. Freight
M. O. DUHS.
Purchasing Agent
Order № 70988 Mark for dept. "Printing"
Freight
Acknowledged 3/19 1917 Their Order 739 Will Ship Mar 21 1917

Quotations properly recorded and decision made, the order is entered on the letter sized order blanks (8½x11 inches).

Besides the original copy, a duplicate and triplicate, and not infrequently more copies to be furnished the departments for checking purposes, are required. The original is mailed to the vendor, the duplicate is filed alphabetically according to the name of vendor giving permanent record.

The triplicate is filed numerically in a single vertical file—as a check or follow-up against the order until the delivery is complete, when it is destroyed. The filing of the triplicate in numerical order and the duplicate alphabetically, provides a cross index on all orders, either by name or number.

Vertical files for filing the duplicate order.

For Triplicate Orders use Single Vertical Tray No. 118 on Stand.

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PURCHASING DEPARTMENT.

The Safeguard Method of Filing Bills and Invoices.

An Individual Folder for Bills from Important Concerns.

Fig. 1

Alphabetical Folder for Miscellaneous Bills

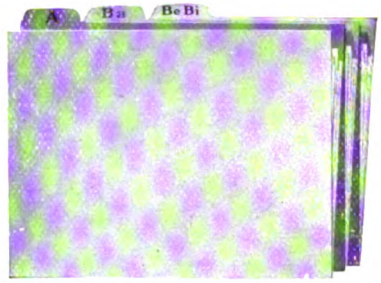

Fig. 2

The same suggestions for filing correspondence by the Globe-Wernicke Safe Guard Method as illustrated on page 3 are also applicable to filing Bill and Invoices; that is, Individual Folders should be assigned to those firms to which remittances are frequently made; while Alphabetical Folders are intended for the miscellaneous names.

Of course, Bill Sized Vertical File Drawers are used. This size of drawer is 10⅛ inches wide by 8 inches high inside, and the bill sized folder is 7¼ x 9¼ inches.

In an extensive system, it is customary to use a separate bill sized folder for each payment. The duplicate remittance blank together with the bills is fastened by means of a staple to the folder as shown in Figure 3. The folders are filed between alphabetical guides.

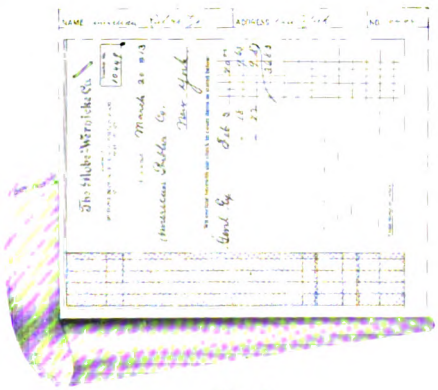

Fig. 3

Duplicate Remittance Blank attached to Original Bill or Bills, fastened to the Invoice Folder and filed Alphabetically in vertical cabinets.

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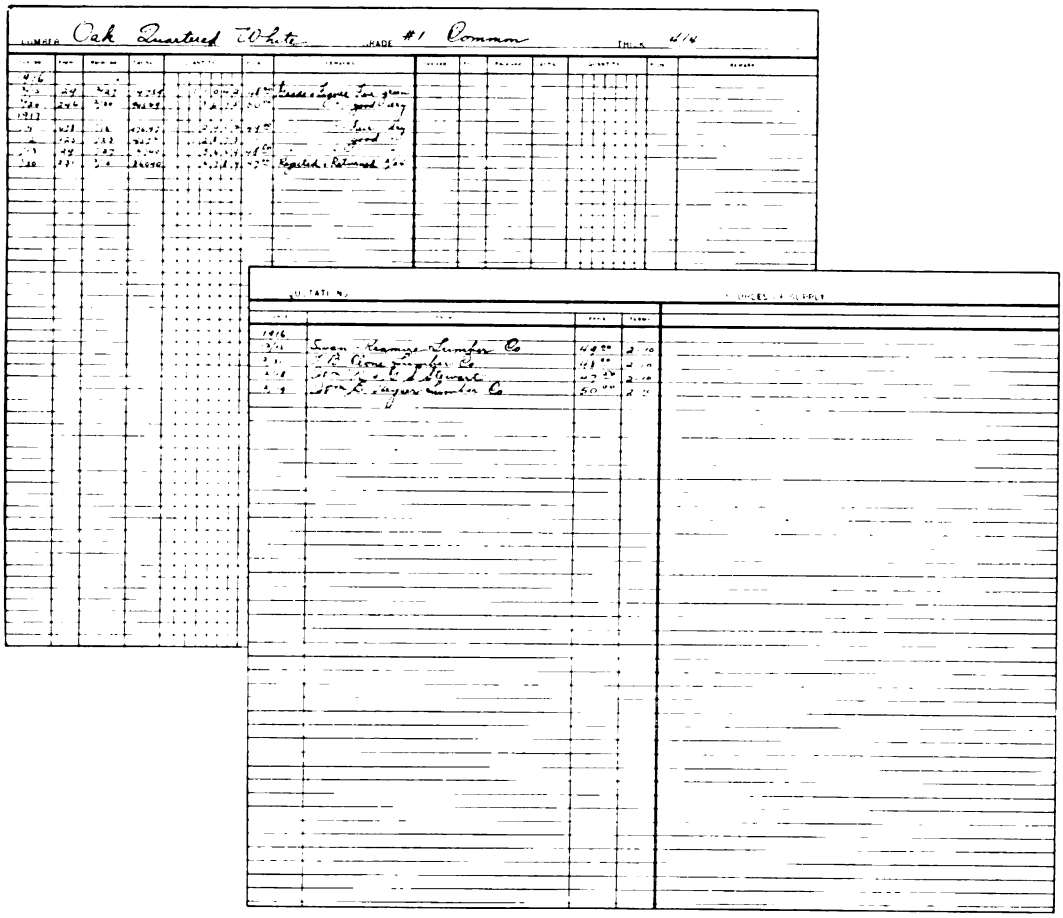
PURCHASING DEPARTMENT.

Record of Purchases.

On a card a record is kept of the article purchased—from whom—when—price—discount—quantity, etc.

A comparative purchase cost record on each article is thus available. The cards should be classified in alphabetical order according to name of article.



This form (size 9⅜x11⅞ for a letter sized vertical file) of which both the face and reverse sides are shown, is one in actual use by one of the largest purchasers of lumber in the country. On the face the purchase record is kept. On the reverse side "Quotations Received" are posted, and thus the record on the smaller cards is eliminated. An arbitrary number is adopted to indicate the name of the firm furnishing the goods, which is an advantage to the Purchasing Agent, who is called upon at times to show comparative prices on the face of the card, but who does not need to expose the names of the various firms submitting quotations. The key number may be placed opposite name of firm on quotation side of card.

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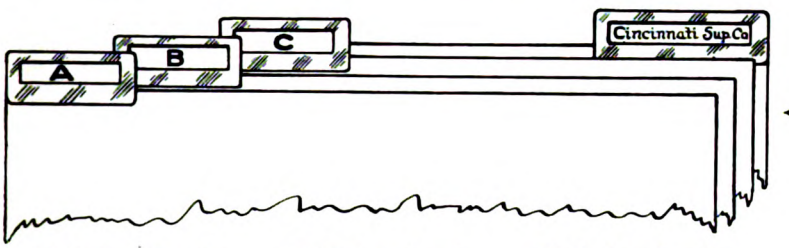
CATALOGUE FILING

File Catalogues Alphabetically in Vertical Files preferably the Cap Size. Use extra heavy pressboard division guides.



Division Guides

7042 V. C. Upright
For Catalogue Filing

File Catalogue from the ACME VENEER CO. behind Guide A

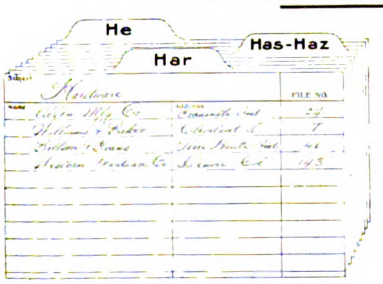
File Catalogue from the BROWN SHOE CO. behind Guide B

File Catalogue from the CENTURY CABINET CO. behind Guide C

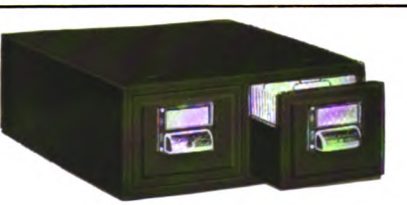
When a concern issues many catalogues and pamphlets use a special guide thus: CINCINNATI SUPPLY CO. Tabs on such guides to be on extreme right.

The Correct Method of Filing Catalogues.

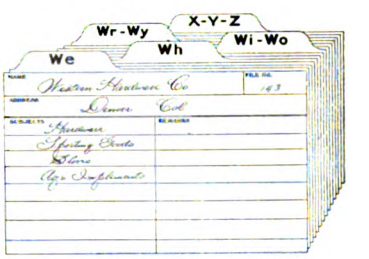
A hasty method of filing takes a long time finding.



Cards filed alphabetically according to name of article.



Card Index Cabinet
No. S-23 for 3x5 cards.



Cards filed alphabetically according to name of manufacturer.

Globe-Wernicke Card Index Outfits. For Indexing Catalogues

Use a 3x5 Card Index for cross indexing under name of subject, i. e. commodity or material. Thus the card for "Veneer" would show the name of "Acme Veneer Co." and the names of other veneer manufacturers, jobbers, or dealers whose catalogues were on file.

You can rely upon Globe-Wernicke Files—the Construction is Right.

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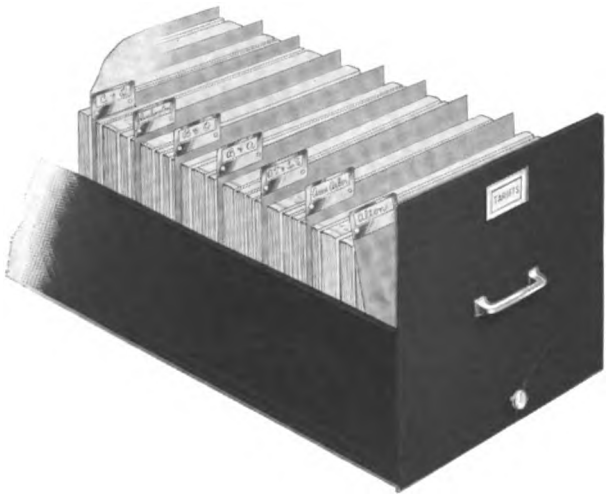
TRAFFIC DEPARTMENT.

Globe-Wernicke Filing Cabinets a feature in this Traffic Department.

General Correspondence is filed alphabetically in the Safe Guard System explained on page 3. NOTE—Tracers and requests for tracers should not be filed in the same files with general correspondence as such papers can be destroyed as soon as delivery is established, and it is undesirable to crowd the regular file with matter of this sort.

Bills of Lading

Bills of lading now are of uniform size, 8½x11 inches or letter size, and can be filed alphabetically according to the name of the consignee. The best method is to use a separate set of alphabetical folders for each month's bills. This system keeps the current month's bills to which frequent reference is necessary, separate from the older bills which are seldom referred to.



Railroad Tariffs.

Railroad Tariffs are also letter size, (8½x11) and can be filed in the letter sized Globe-Wernicke Vertical Filing Cabinets in upright position between indexed Division Guides of heavy pressboard, the tabs of which carry the tariff reference.

Claims.

Here again letter sized folders are used. Each claim is given an individual folder. In the folder all correspondence or memoranda pertaining to the claim are placed, regardless of the source. The folders are numbered consecutively in the order of entry, and are filed numerically, because the number of a claim is often used without name of consignee. Numerical filing requires alphabetical cross indexing—a 3x5 card index having a card for each claim, showing consignee's name and address and claim number. NOTE:—"Loss and Damage" claims should be filed separately from "Overcharge" claims, because the latter usually are not charged on the books.

Paid Freight Bills.

Paid Freight Bills should be filed alphabetically, according to the name of the shipper.

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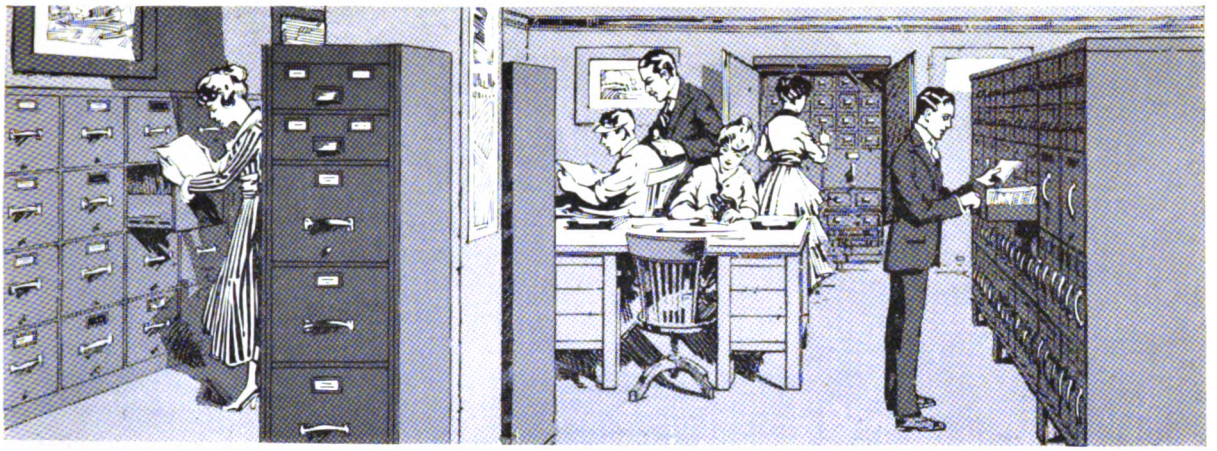
ADVERTISING DEPARTMENT.



General Correspondence.

General Correspondence can be filed either alphabetically by the Safe Guard Method, see page 3, or Geographically, see Fig. 1. When it is desired to keep together all correspondence relating to one subject, such as "Artists" Dealer Helps, "Engraving," "Paper" the papers are placed in a folder, and the subject is written on the tab. Such folders are grouped in alphabetical order.

Correspondence with newspapers or magazines should be filed in individual folders also.

Printed Matter Supplied Dealers.

Assign a separate folder for each dealer and keep all shipping tickets covering his printed matter in his folder. The folders should be grouped Geographically between State Guides in letter sized files, see Fig. 1.

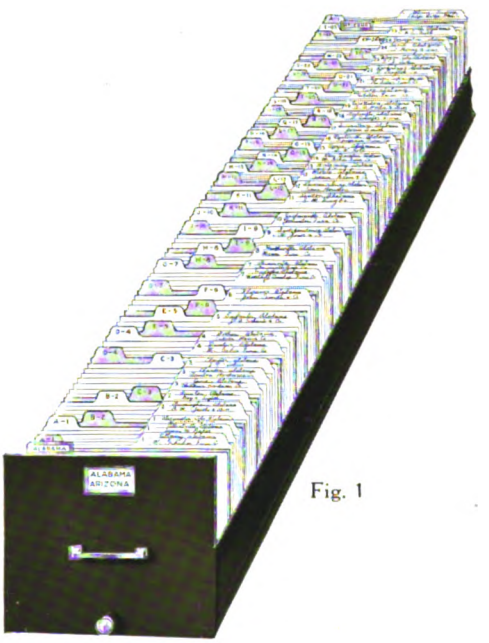


Fig. 1

Fig. 2

Checking Advertising.

An efficient method is to clip from the publication the entire page on which the advertisement appeared, mark on it the date of issue, mount on a piece of blank card board 8½x11 inches, (fold ad if necessary,) and place in letter sized vertical files between heavy pressboard guides, with metal tabs the labels of which show the names of publications, thus if a page were used once a month in the Literary Digest, there would be twelve mounted advertisements behind the guide labeled "Literary Digest" at the end of the year. See Fig. 2

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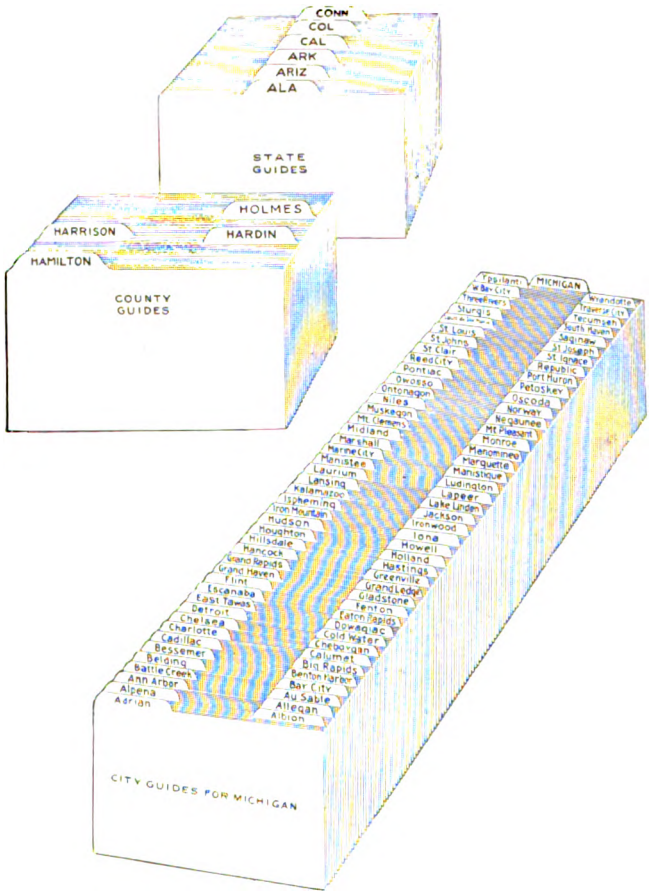
ADVERTISING DEPARTMENT.



Mailing Lists.

Mailing lists may be classified alphabetically by name of addressee on 3x5 cards, or better by states, grouped as to towns, and then arranged alphabetically behind the guide bearing name of town. We furnish State and County Guides for the United States and Provinces of Canada, and Town Guides for the same for all places of 500 population or over. See Figure 3.

If desired, the mailing list card can be printed to show what circular matter has been sent to each prospect. Where necessary to classify, use different colored cards for each group or classification.

Magazine Articles, Treatises and Tracts.

File in vertical folders having a separate folder for each important subject, all clippings for that subject going in the same folder, arranging folders in alphabetical order.

Printing Plates—Cuts.

Halftones, Zincs, Electrotypes, etc.

File in shallow drawers, and number drawers consecutively. Mark each cut with number of drawer in which it belongs. As an index use a single copy of each catalogue and circular, placing the number of the cut opposite illustration, or use a 3x5 card index and file the card alphabetically under subject, thus;—Automobile, Packard, Style X, Drawer No. 1. When a cut is sent out, mark on a card the date sent, and to whom, and of course the date returned.

S-3317 L. B. Section (Legal Blank) containing 18 shallow Drawers, each measuring inside 9¼ inches wide, 1¼ inches high, 15⅞ inches deep.

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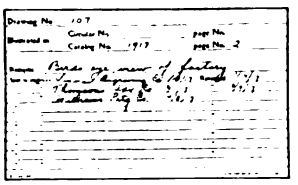
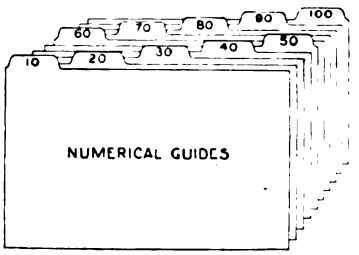
ADVERTISING DEPARTMENT.



Card for keeping record of where drawings or cuts have been sent.



The record cards shown above should be filed for quick reference behind G-W Numerical Guides.

No. S-3317 Top Section. ➤

No. S-3317 L. B. Sections for halftones, etchings, electrotypes and other printing plates. ➤

No. S-3325 V. C. Section for correspondence or drawings (see text below) ➤

No. S-3325 F. W. D. Section for large sized drawings (see text below) ➤

No. S-3325 B-9 Base ➤

Drawings

Number drawings consecutively, placing each of them for protection in separate envelopes bearing the number together with an illustration, and file in numerical order. As an index use catalogues and printed matter, numbering the illustrations to correspond with the drawing number. By this method, by merely glancing at the illustration in the "key" catalogue the drawing can be instantly located. An excellent supplementary index can be kept on a card bearing the number of the drawing and either an illustration of it, or some brief data, and filing the card alphabetically by subject, such as "Automobiles," "Buildings," "Engines," etc.

If the drawings are not over 10 inches by 15 inches, use cap sized vertical files. The labels on the drawer fronts indicate the range of drawing numbers inside. For large drawings, use large shallow drawers. These extra sized drawings are quickly located by keeping in the regular drawing file under the proper number, a marker bearing the direction "See large drawer No. 3."

Record of the drawings' goings and comings should be kept on 3x5 cards the same as explained under "Printing Plates" (see also illustrations above). When a drawing is sent to an engraver, the file envelope should be retained in an "Out File," so that it can be instantly ascertained just what drawings are out, and the card record will show where they are.

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ATTORNEYS.

The lawyer or law firm, large or small handling a general law business from start to finish, must today have a system governing his office and each and every part of it.

Case Records

The keynote to the filing system is the client; other individuals, concerns, etc., are subordinate.

A separate folder is used for each case, i. e. the Right Hand Tabbed folder (usually a Tang Folder) of the Safe Guard Method (see page 3). These folders are filed alphabetically in Cap-size Globe-Wernicke Vertical Files. Any miscellaneous or personal correspondence can be filed in the alphabetical tabbed folders.

In many law offices numerical filing is preferred to alphabetical. The folders are numbered and filed consecutively controlled by a card index alphabetically arranged which allows for the cross-indexing. Thus the Tang folder for the first case would be numbered "1".

Abrams, William M. vs. Burns, James E. In the cross index the plaintiff's name, Abrams, W. M., would be indexed on a 3x5 card as versus Burns, J. E., and the defendant's name Burns, J. E. would be indexed on another card as versus Abrams, W. M. The number on each card would be "1", indicating the first folder in the file.

S-3317 V. C. Section (Vertical Cap) containing 2 Files, each measuring inside 15¼ inches wide, 11¼ inches high.

S-3317 D. F. Section (Document File) containing 6 Files, each measuring inside 4¾ inches wide, 11¾ inches high. For documents, contracts, briefs, policies and folded papers.

Cuts of Cap-Size Files

Filing legal papers in Vertical Files is known as Flat Legal Filing because the papers are not folded and are much more easily handled. In many States the law requires that all papers filed in Court be flat, that is, unfolded and this is the better way.

However, the custom to fold documents, is an old one, and many prefer to so file their legal papers, placing them in legal wrappers or envelopes. These are filed either alphabetically or numerically in regular Globe-Wernicke Document Cases.

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ATTORNEYS.

6⅛ Inches high
S-3317½ C. I. 35 One Row Section (Card Index) containing 5 Files for cards 3 inches high by 5 inches wide.

Follow Up System.

A card index having a set of monthly guides and a set of daily guides for each month is used by every lawyer as a tickler covering engagements, cases coming up for trial, bills to be paid, payments to be made by debtors, etc.

Legal Blanks

Globe Steel Safes Give Added Security to Papers and Court Records.

Are sometimes filed in vertical cap sized drawers, a separate folder is used for a supply of each kind of blank, the name of the blank being placed on the tab of folder, and folders arranged between heavy sustaining pressboard alphabetical guides.

The better way and one which keeps the blank flat so it will not curl is to use the shallow drawer units known as "Legal Blank Cases" The label on the front of each drawer indicates the kind of blank a supply of which is in the drawer.

The safe appeals particularly to patent attorneys as affording extra precaution to papers left in their charge, guarding them, as it does, from inquisitive eyes, as well as possible loss from theft or fire.

The safe contains four vertical cap size files for correspondence and flat documents, eighteen shallow drawers for blanks, card index files for a follow up or other card systems and shelves and partitions at the top.

The Law Library.

It is not so much to know the law as to know where to find it.

The well equipped law library will be furnished of course with Globe-Wernicke Sectional Bookcases. These cases lend themselves so readily to the requirements of a law office that lawyers would hardly feel properly furnished without them. As books accumulate, new sections are added. The Globe-Wernicke Co., manufactures special sizes of sections for law books. The extensive law library can be made much more usable by the adoption of a card catalog system.

For Speed in Finding Books or Papers Use Globe-Wernicke Products.

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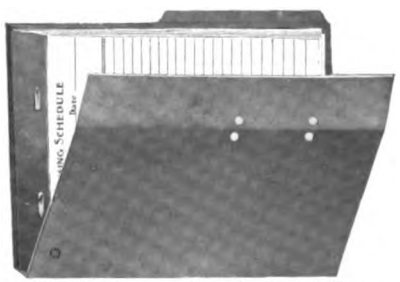
INSURANCE

The correspondence of the general agency with home offices should first be distributed according to the different companies represented in the agency, having separate vertical files for each company, or grouping the correspondence with several companies in a single file depending upon the volume of the correspondence. When the correspondence of several companies is grouped in a single drawer it should be divided by guide cards with the names of the respective companies printed on the tabs. Then a separate set of Monthly Folders January to December inclusive should be used for each company.

For miscellaneous correspondence with clients use the Globe-Wernicke Alphabetical Safe Guard Method. See page 3.



Tang Folders containing duplicate dailies bound in book form.

Duplicate of Daily Report.

In filing duplicate dailies the same plan should be used as for the correspondence. Separate the dailes according to companies. Group the duplicate dailies in monthly folders having a set of folders for each company represented in the agency. Tang folders are excellent for dailies.

This Underwriter's File consists of 1 S-3317 Top, 1 S-3317 H. D. Section for storing supplies, 1 S-3317½ C. I. 35 Section for Expiration cards, 1 S-3317 V. L. Section for correspondence, daily reports, 1 S-3317 R.S. Section for registers 1 S-3317 B-16 Base.

This Underwriter's Safe contains 1 No. 3317 H. D. Section for storing supplies, 1 No. S-3317½ C. I. 46 Section for expiration cards. 1 No. S-3317 V. L. Section for correspondence, daily reports, 6 A-33 Roller Roller Shelves for registers; all enclosed in Size A Safe.

This Underwriter's File consists of 1 S-3325 Top, 1 S-3325½ C. I. 35 Section for expiration cards, 2 S-3325 V. L. Sections, for correspondence, policies, dailies, 1 No 3325 R. S. Section for registers, 1 No. 3325 F. W. D. Section for policies, legal blanks, etc. 1 No. S-3325 B-9 Base.

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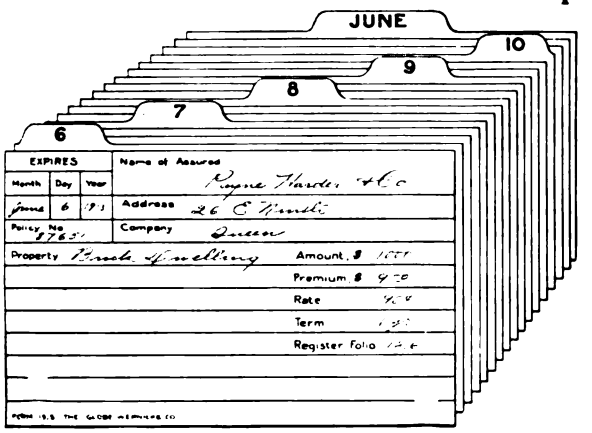
INSURANCE

Expirations



Form 19-S Expiration Card.

Form 19-S Expiration Card.

Insurance expiration cards are classified according to dates of expiration, annual and short-term business by day of month and long-term business (policies written for three and five years) by year.

Form 19-S is a standard form. Each card represents a separate policy, most agents preferring to use a card for each expiration, as part of a line may be canceled, leaving other policies in force.

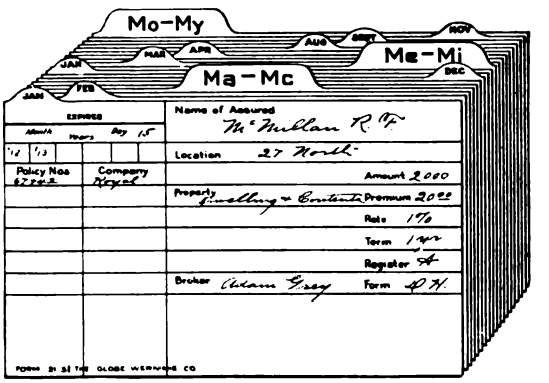
Form 21-S Tabbed Expiration Card

Many agents use what is termed a combination line and expiration system. This is accomplished by the use of

First—Alphabetical Guide Cards, serving as a primary index to names of policy holders.

Second—Tabbed Expiration Cards serving as an auxiliary index, and indicating the dates of expiration.

Form 21-S presents a very compact arrangement for such a system.

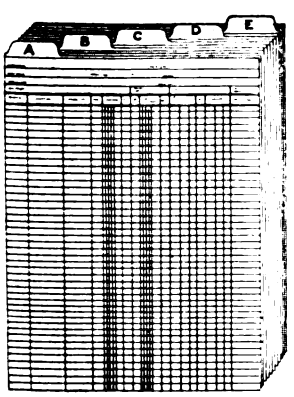


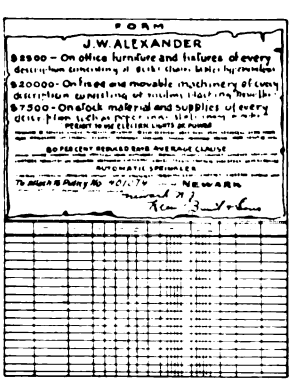
Form 21-S Tabbed Expiration Card.

Globe-Wernicke Perfected Underwriter's Card System

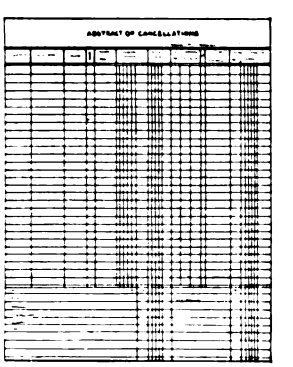
This eliminates the use of the line register, the itemized journal entries, the form book, etc. Full details covering this system furnished upon request.

Assured's Card.





Company's Card.



Cards used in the Perfected Underwriters' System for Local Agents.

Globe-Wernicke Filing Cabinet Catalogue Explains Files for Every Purpose.

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REAL ESTATE DEALERS.

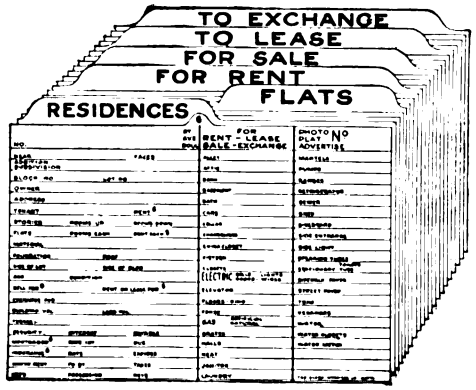
Card Forms for Real Estate Departments.

For keeping information relating to the Sale, Exchange, Location and Value of Real Estate properties, we believe the Globe-Wernicke Card System more practical than books, for the obvious reason. that the manner of indexing almost automatically and instantaneously exposes the desired information.

This is accomplished by the relative position and arrangement of Guide and Tabbed cards, a scheme of indexing which would be utterly impossible to secure by making the entries in loose leaf or tight bound books.

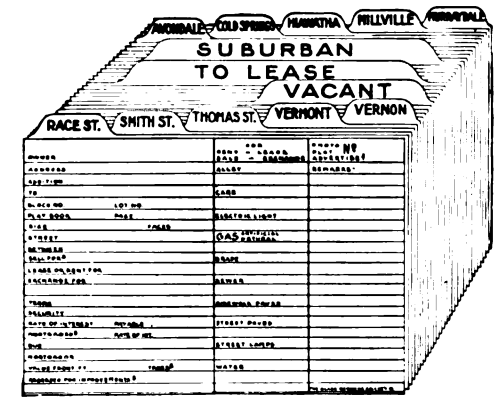
In general arrangement of printed detail, these Record cards are alike, the left portion of the card being used to enter information pertaining to name of owner or tenant, terms, location, etc., while the right side is devoted to giving a list of features, conveniences, etc., tabulated in alphabetical order to facilitate checking.

Specimen's of different forms of Real Estate Cards mailed on request.



This card contains a complete outline description of property, and is filed between Guides indicating nature of transaction.

Furnished only to order and printed with or without tabs to indicate approximate value of property.



Real Estate Record Card representing city property as consecutively arranged by streets. Suburban property indexed in same manner.

S-3317 Top

S-3317 D. F. Section for filing leases. deeds, etc.

S-3317 C. I. 46 Section for classifying card index records.

S-3317 L. B. Section for legal blanks

S-3325 V. L. Section one file for correspondence, one for photo plans, etc.

S-3325 B-9 Base.

Correspondence in the real estate office should be filed alphabetically by the Globe-Wernicke Safe Guard Method (see page 3.)

When John Adams lists his farm, an Individual Right Hand Tab Folder is allotted to John Adams, and all photographs, plans, plats and correspondence is placed in the folder, the tab of which carries John Adam's name, and the folder is filed behind Guide "A"

G-W Cabinets are not only "Built-to-Endure" but Mechanically Perfect and Low in Price.

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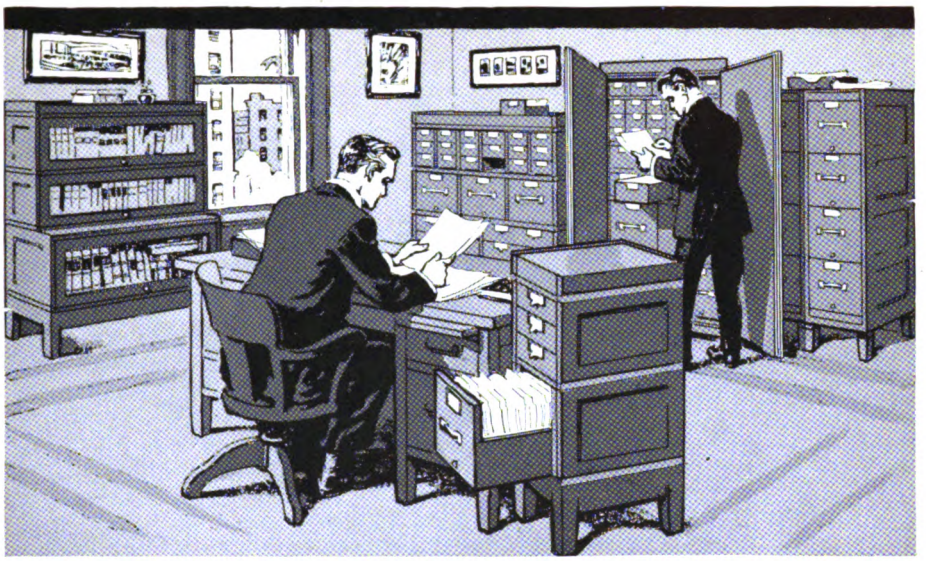
TITLE MEN

Abstract Offices



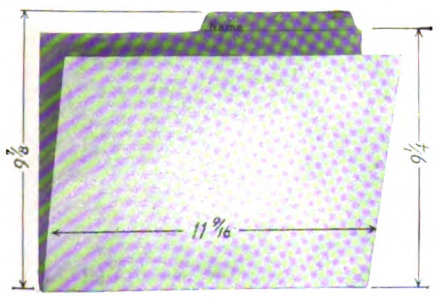
A Model Abstract Office
using Bookcases, Card Index Files, Globe Safe, Legal Blank Files, Vertical Files, etc.

The income of the title man is gauged by the rapidity with which he can produce abstracts; while the volume of business depends upon the proper classification of his records, and the arrangement of his office.

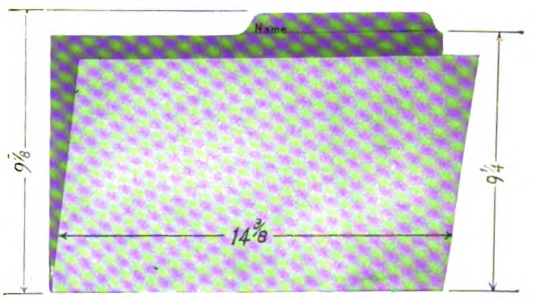
Five essential requirements in the scientific management of an abstract office are Simplicity, Uniformity, Elasticity, Permanency and Security.

SIMPLICITY	prevents duplication of work.
UNIFORMITY	promotes methodical work.
ELASTICITY	provides for future growth.
PERMANENCY	of established system is obtained through standardization.
SECURITY	makes adequate provision against possible losses.

All these essential requirements, as far as they relate to mechanical devices, are enjoyed by the title man who selects Globe-Wernicke equipment, which can be obtained in Standardized units of either Wood or Steel construction.



V. L. Folder—Letter Size



V. C. Folder – Cap Size

The Tabs of the Folder for Individual Names being all on the RIGHT SIDE, do not interfere with the INDEX GUIDES which are on the Left of Center.

For explanation of The Safeguard System of Filing see page 3.

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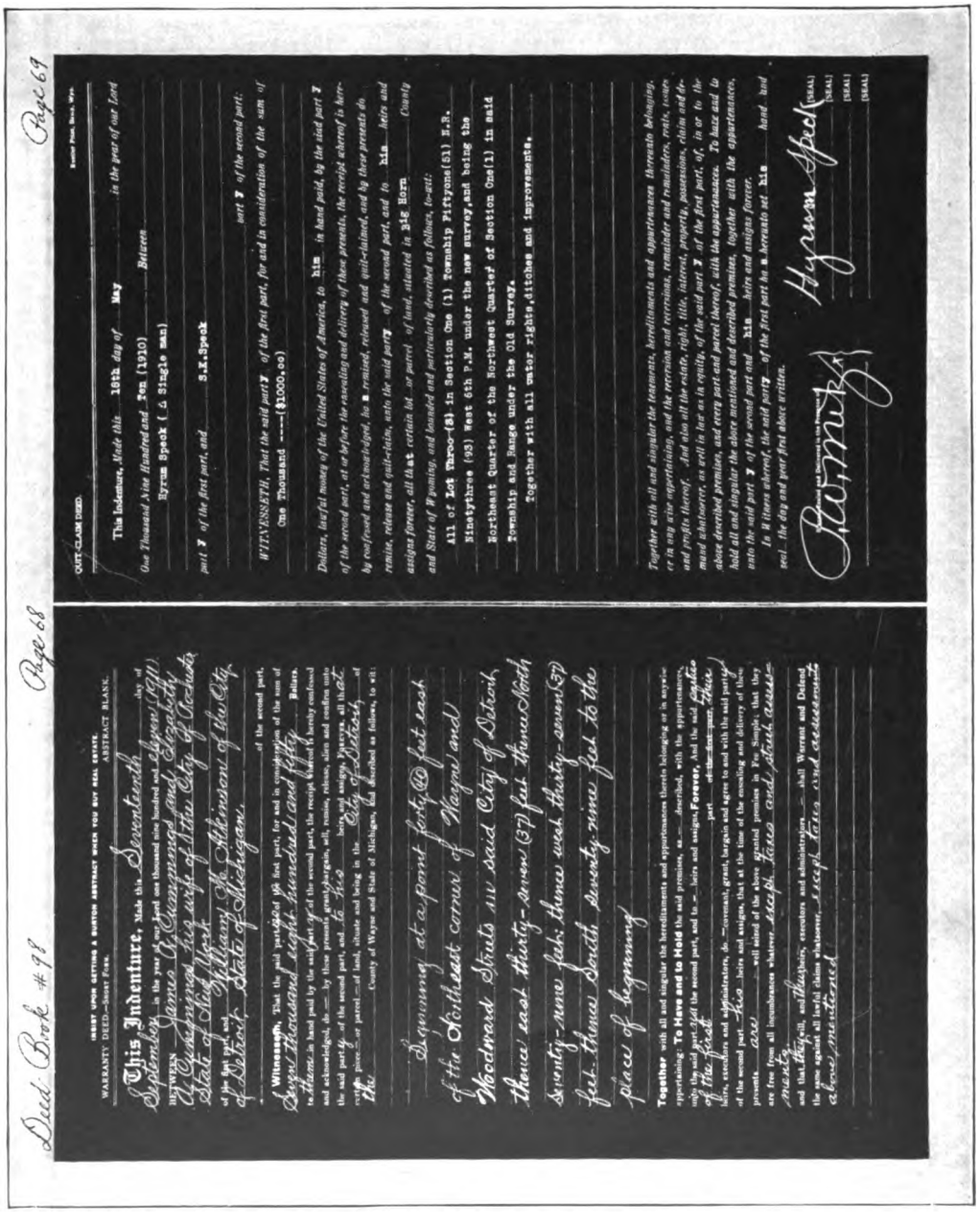
TITLE MEN

Abstract Offices



Copy of Photo Print Record

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TITLE MEN

Abstract Offices

Globe-Wernicke Upright Cabinets for Photo Prints.

7032 Upright with End Panels

The single pair of panels can be used for one Upright or any number of Uprights can be tightly fastened together and the single pair of ends used to finish off the battery.

The Title Man who does not possess photographic copies of the county records is not equipped to handle his business efficiently and economically.

While copies of county records may be prepared with pen or typewriter, there is always a possibility of errors which escape most careful checking.

When one considers that the changing of a single figure or mis-spelling of a name may render an abstract misleading, in which a mistake occurs and cause endless expense and litigation, it can be easily understood why photo prints are rapidly being substituted for the antiquated method of compiling abstract books.

Our Upright Vertical Print Cabinet contains Files to admit Photo Prints. This Upright here illustrated is No. 7032.

These prints, placed in Gusset folders, having 1 in. capacity, are filed vertically in the Cabinet.

The Deed Book and pages are indicated on tabs of the Folders.

By classifying photo prints in Gusset folders and filing them in Cabinets instead of Binders, both the abstractor and his clerks avoid those vexatious delays that frequently arise in offices where Binders are used, when several wish to consult the same book at the same time.

Supplies for Title Men

The filing of photo prints in this cabinet is not only a great time-saver in assembling all of the instruments effecting a specific description of property, but it is cheaper than binders which are never as accessible as these indexed folders classified in the manner described above.

Photo Prints as Filed in Gusset Folder

Gusset Folders for Filing Photo Prints.

Size 11½ in. high, by 13¼ in. wide—One inch expanding capacity.

For filing photo prints we furnish Gusset folders especially designed for this cabinet, sample of which will be sent without charge.

Tang Folders for Binding Carbon Copies and Papers Filed in Vertical Files.

Title men are constantly asking for additional safe guards against the loss of papers, documents, photo prints, etc.—some insurance against their being misfiled or misplaced in wrong folders.

It is not only necessary to protect such records against possible loss by theft or fire, but also against those unnecessary delays arising from their being misplaced or misfiled.

Tang folders which are provided with two brass tangs attached and made part of the folder offer such security that papers can only be extracted from the folder by wilful intention.

Made in Letter and Cap Sizes and accommodate one hundred papers to each Folder. Sample on request.

The Globe-Wernicke Agent or the Home Office at Cincinnati will Cheerfully Furnish Details.

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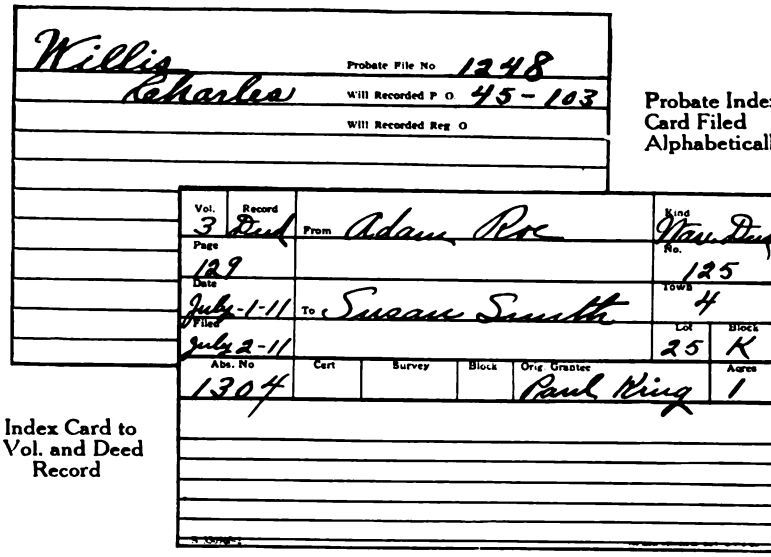
TITLE MEN

A Model Globe Safe with Interior Designed for Title Men

Contains

1 No. S-3317½ One Row C. I. Unit for 3x5 Index Record Cards.
1 No. S-3317 C. I. Unit for 4x6 Abstract Record Cards.
2 No. S-3317 V. C. Units for Carbon Copies of Abstracts.
3 Style A-33 Roller Shelves for Record Books.

Index Record Cards for Abstract Offices



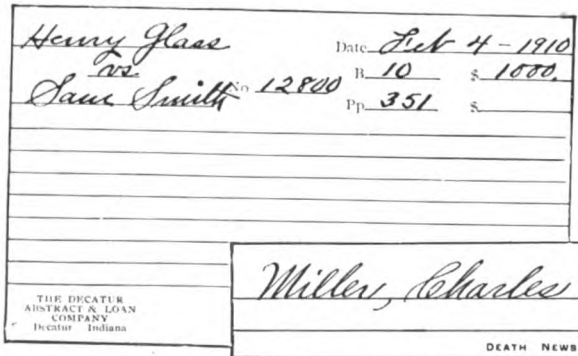
Probate Index Card Filed Alphabetically

Index Card to Vol. and Deed Record

Card Index Cabinets, Either Wood or Steel Construction

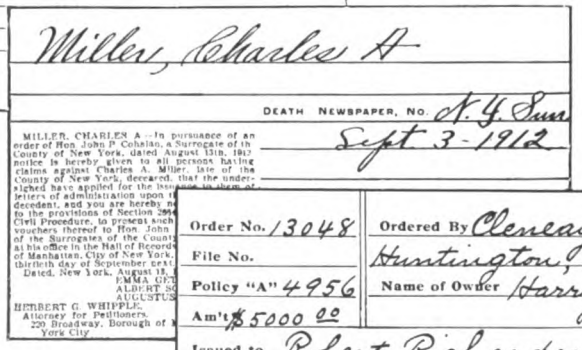
For 3x5 in. 4x6 in and 5x8 in Cards

No. 7043
Containing 20 files for 3x5 Cards

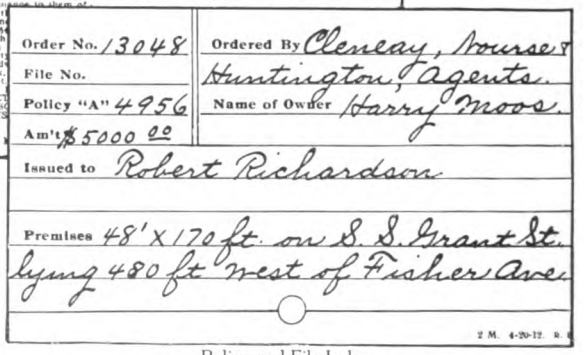


Record of Death Notice Filed Alphabetically

Index Card to Judgments Rendered, Filed Alphabetically by Name af Party against whom judgment is rendered.


Miller, Charles A
DEATH NEWSPAPER, No. N.Y. Sun
Sept 3-1912
MILLER, CHARLES A.—In pursuance of an order of Hon. John P. Cohalan, a Surrogate of the County of New York, dated August 13th, 1912 notice is hereby given to all persons having claims against Charles A. Miller, late of the County of New York, deceased, that the undersigned have applied for the issuance to them of letters of administration upon the decedent, and you are hereby required to the provisions of Section 2 Civil Procedure, to present such vouchers thereof to Hon. John of the Surrogates of the County at his office in the Hall of Records of Manhattan, City of New York, thirtieth day of September next. Dated, New York, August 13, EMMA OFC ALBERT SC AUGUSTUS
HERBERT G. WHIPPLE, Attorney for Petitioners, 220 Broadway, Borough of York City

A battery of 9 No. 7081 V. L. Cabinets used as counters in an abstract office.


Order No. 13048
File No.
Policy "A" 4956
Am't $5000 00
Ordered By Cleneay, Bourse & Huntington, Agents.
Name of Owner Harry Moore.
Issued to Robert Richardson
Premises 48' X 170 ft. on S. S. Grant St. lying 480 ft. west of Fishers Ave.
2 M. 4-20-12.

Policy and File Index Filed Alphabetically by Owner's Name

Match Your Furniture with Globe Wernicke Files.

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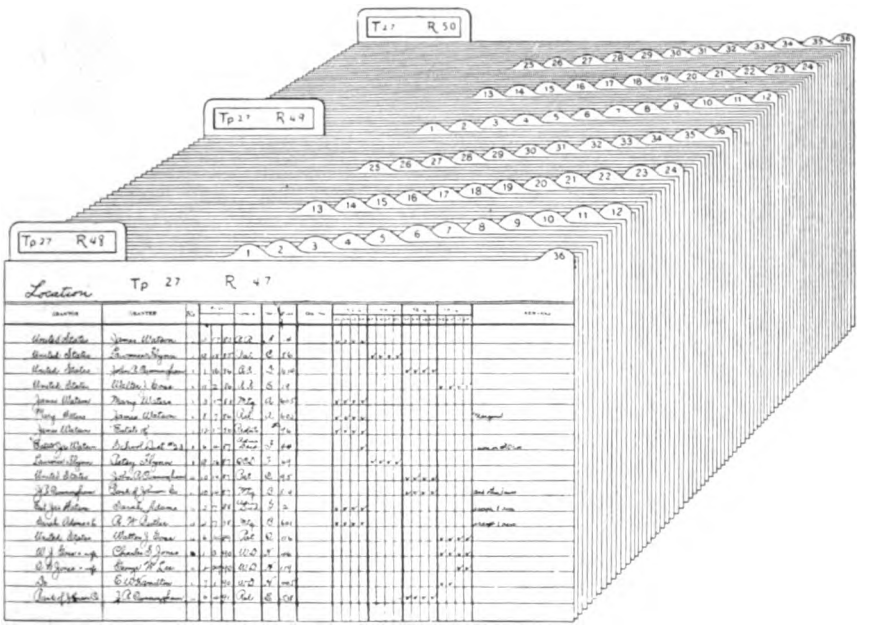
TITLE MEN

Index Record Cards for Abstract Offices



Size of Record Card 5 x 8 inches

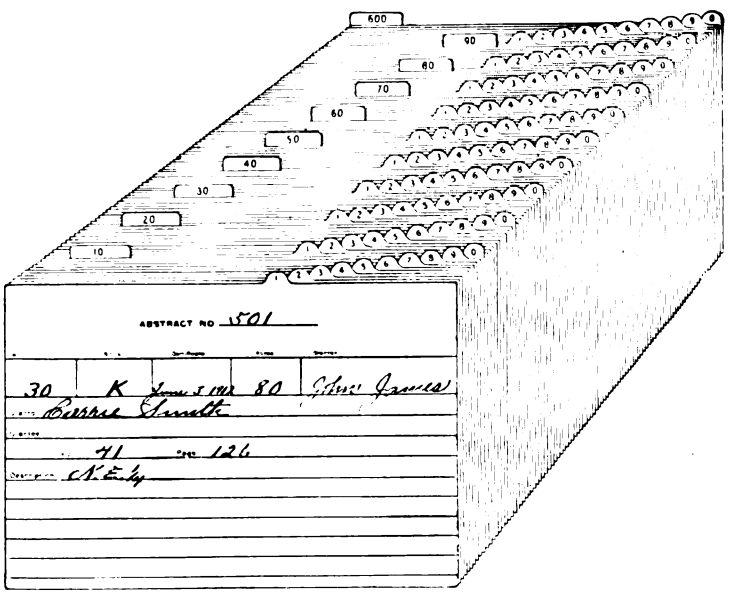
Tab on card indicates number of Section, filed between Guides indicating Township and Range.

Filing Abstract Cards According to Location

The usual plan of indexing Abstract Cards according to location is to first index by township and range on Guide Cards.

Each township is divided into 36 sections and each section into 4 quarters, as shown on above card.

The fronts of the files are labeled according to the respective townships, 36 tabbed cards to a township, being numbered on tabs in consecutive positions as illustrated. These cards are not stock forms, but are selected as offering helpful suggestions for indexing abstract records.

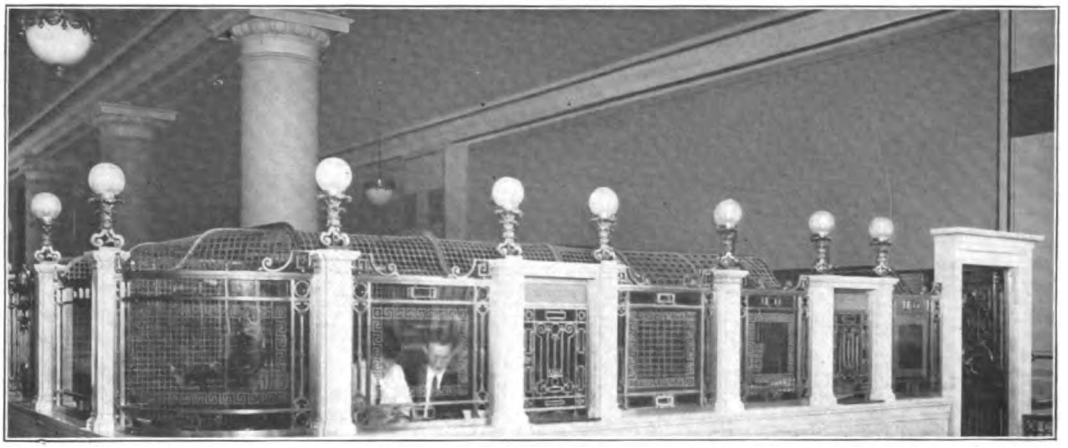


Numerical Index to Abstract Records
Tabbed cards Filed by Abstract Number between Numbered Guides

For Uniformity and Accuracy as to Size use G-W Supplies.

Digitized by Google

BANKS



Standardization is an Economical Factor in Banking Equipment.

Globe-Wernicke unit furniture is rapidly taking the place of the old-style, built-to-order equipment, simply because it most satisfactorily fills the requirements of standardization demanded in the economical management of banking institutions.

Instead of anticipating future needs, which can not be accurately determined, as in the instance of built-to-order vault equipment, it is necessary to purchase only such sections as answer the immediate demands, and add more units only when required.

The Filing Room.

The Bank Vault.

The Bank Counter.

Clients are even more favorably impressed when they observe their bankers using those practical, business-like appliances, which they are accustomed to see daily in the offices of successful business concerns, than they are by over-ornate, but useless pieces of massive furniture.

A far-sighted banker reverses the old order of instructions to his architect, and, instead of building special steel interiors *after* the vault has been erected, he economizes on his initial expense, also room, by first specifying vault dimensions that conform to the space-saving Globe-Wernicke stock units of steel, containing just those filing devices adapted to the every-day needs of his bank.

Standardized Sizes of Steel Horizontal Sections for the Bank Vault.

These double-walled, air-insulated Globe-Wernicke Steel Units have a uniform width. Thus they are convenient and easy to handle; can be stacked up to any desired height in the Vault, re-arranged at any time to include all of those filing devices that a bank requires to safe-guard the valuable papers and securities placed under its protection.

Behind the Bank Counter.

The same economical measures can be introduced behind the counters occupied by the tellers and book-keepers, inasmuch as these stock units contain all the boxes, drawers, shelves, and filing devices necessary to accommodate their various books, papers, and records.

The units used behind the counter during the day can be wheeled in and out of the Vaults on Globe-Wernicke trucks without disturbing the consecutive order of any of the records.

Upright Filing Cabinets for the Filing Room.

In the Filing Room the variety of filing devices required is not as great as in the bank vault or behind the counters, therefore Globe-Wernicke Upright Units are preferred by many banks for filing correspondence and special reports.

Ask the Globe-Wernicke Agent About It.

Digitized by Google

BANKS

Safeguarding the Bank Correspondence

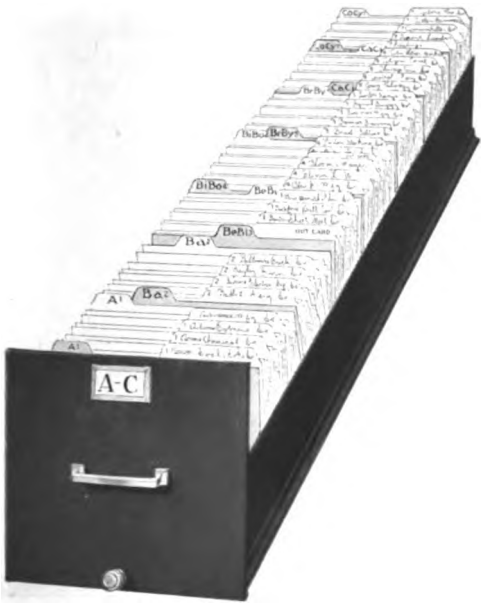


Fig. 1

How the Safeguard System for Banks Classifies the Letters in the File; Important Names Conspicuously in Sight on Right Tab Folders; Unimportant Letters in Self Indexed Folders.

Included with the more important bank communications, a vast amount of correspondence is received that is of more or less doubtful value.

Letters, which at the time they are received, may seem of very trivial value, if misfiled or lost, sometimes result in grave complications.

Therefore, the two vital questions that every bank filing clerk is called upon to decide, are:

How to file the ***important*** letters so that they are delivered on demand.

How to provide for ***unimportant*** letters so that they are out of the way, but readily found if wanted.

The Globe-Wernicke Safeguard System for banks offers a very practical solution.

Important names are written on the right tabs of individual folders. Unimportant papers and letters are filed in self-indexed alphabetical folders that line up with the division guides on the left side of the file.

When transfer time comes at the end of the year these same Alphabetical folders serve as the index to the papers in the storage case, so that the arrangement in both active files and storage cases continues to be identical.

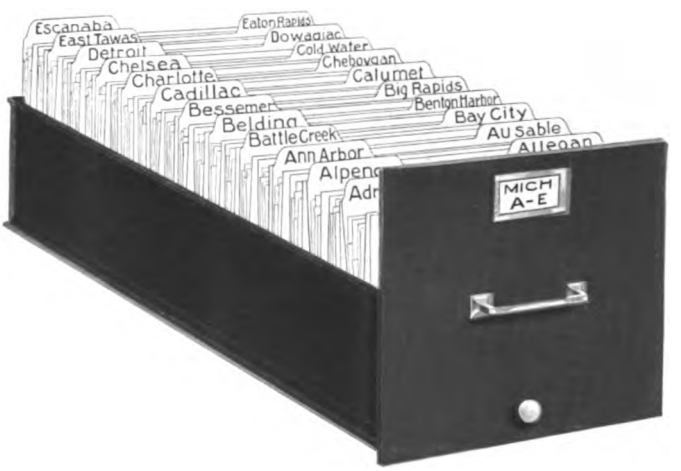
City and Town Guides

In the larger city banks much of the correspondence relating to collections is conducted with smaller country banks.

Obviously, as the list of names of such banks is very limited, being confined to a few such titles as First National, Second National, Merchants, German, American, etc., reference to letters and papers may be facilitated by adopting City and Town Guides in lieu of Alphabetical Guides.

The name of the State can be indicated in the label holder on the outside, and the Town Guides arranged in alphabetical order, as shown.

Printed Town Guides can be furnished for all towns of 500 population or over. We also furnish Guides with metal tips, in which the names can be inserted and changed as wanted.



Filing Correspondence According to Location Between Town Guides

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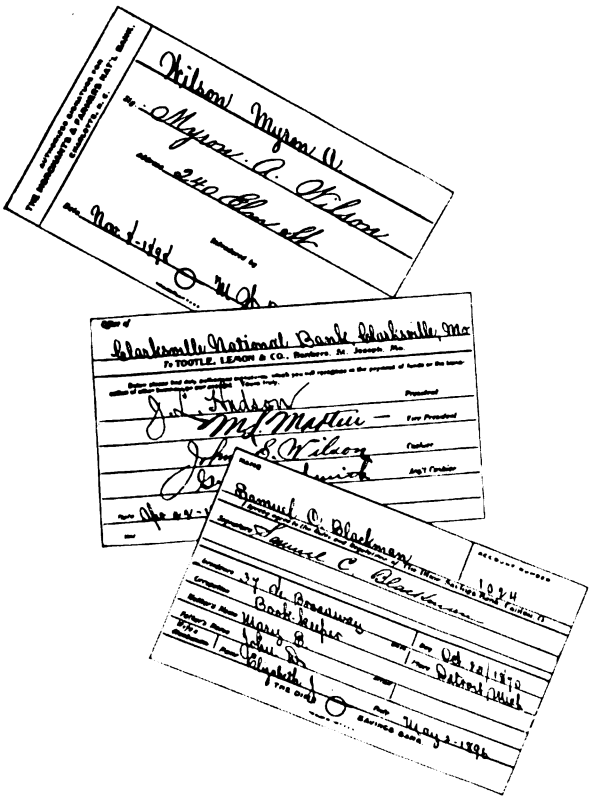
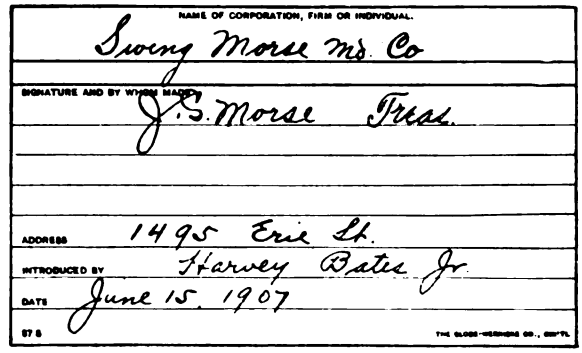
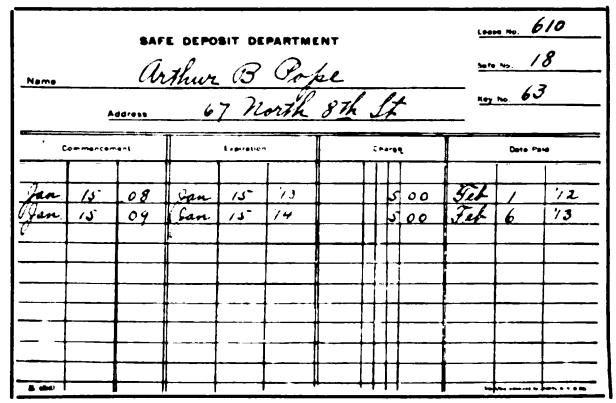
BANKS



Special Forms of Signature Cards Printed to Order.
Write for Specimens.


NAME OF CORPORATION, FIRM OR INDIVIDUAL.
Swing Morse Ms. Co
SIGNATURE AND BY WHOM MADE
J. S. Morse Treas.
ADDRESS 1495 Erie St.
INTRODUCED BY Harvey Bates Jr.
DATE June 15. 1907

Form 37-S.
Stock Form of Bank Signature Card.


SAFE DEPOSIT DEPARTMENT
Lease No. 610
Safe No. 18
Key No. 63
Name Arthur B Pope
Address 67 North 8th St
Commencement
Expiration
Charge
Date Paid
Jan 15 08 Jan 15 13 5 00 Feb 1 12
Jan 15 09 Jan 15 14 5 00 Feb 6 13

Specimen Box Rental Card for Safety Deposit Vaults
Printed and ruled to order only.

Signature Outfits

Globe-Wernicke Bank Signature Outfits are now so familiar to bankers that it would seem almost unnecessary to direct attention to advantages that are so apparent.

It would be greatly to their profit, if those, who happen to be still using book records, at the present, or those interested in the incorporation of new banks, trust companies or saving institutions, were they to take note of the signal advantages of the Card system for signature and rental cards:

1. *Accessibility*—Opportunity to instantly refer to any signature.
2. *Privacy*—One card to one depositor; no exposure of several names, or of memoranda intended for private reference only.
3. *Permanence*—New names added and obsolete ones extracted without disarranging consecutive order.
4. *Security*—Several signatures not liable to mutilation by a leaf being torn or blotted. If desired as evidence, a single signature card can be extracted, when it might be a serious interruption to surrender a book.
5. *Convenience*—Cards can be mailed for signatures; impossible with the book outfit.
6. *Maintenance*—Cultivating old customers who have opened up accounts in competing banks, their cards being simply transferred and re-classified in a separate index for special attention.

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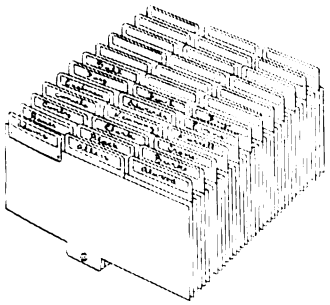
BANKS

Globe-Wernicke Check File Cabinets.



Check File Guides

S-3317 C. F. Section (Check File) containing 6 Files measuring inside 9⅛ inches wide, 4½ inches high, 15 inches deep.

A Check File as used in Check File Section

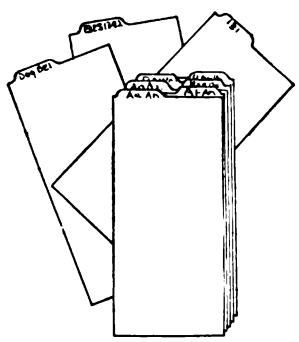
The Globe Check File saves Vault space, insures quickness, convenience and accuracy in distribution and reference. The individual book-keeper appreciates its merits in placing before him, in well arranged order, the thousands of checks of the bank's many customers.

The interior of each file is arranged to contain forty adjustable pressboard Guides, held in place by a removeable rod running through recessed bottom of drawer. The cancelled checks are filed on edge between the Guides alphabetically according to customers' name.

The Guides have a projection or tab at upper edge for indexing, with subdivisions of the alphabet or with complete names of principal depositors or "Actives."

Globe-Wernicke Document Files.

For Collaterals, Deeds of Trust, Notes, Securities, Etc.



Document File Guides
Also furnished with Metal Tabs holding adjustable labels.

S-3317 D. F. Section (Document File) containing 6 Files, each measuring inside 4¾ inches wide, 11¾ inches high, 15 inches deep.

Because of the large number of collaterals and securities that are usually filed in folded form, Globe-Wernicke Document Files are considered staple devices in nearly every bank, and they represent a large share of the equipment usually ordered for the vaults.

Like the letter files, these Document Files are subjected to frequent and hard usage, where the superior strength of the Globe-Wernicke construction is usually found equal to the test.

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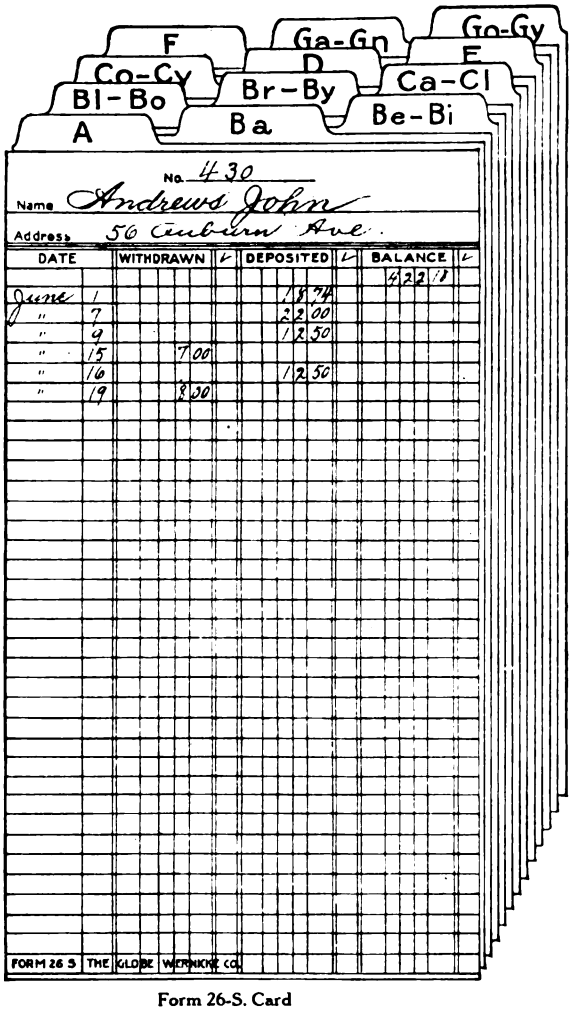
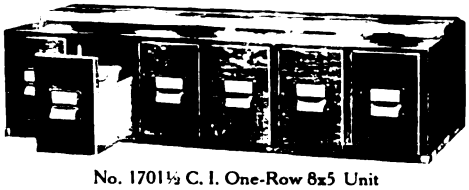
BANKS



Form 26-S. Card
Size 7x4¼ inches. Pen ruled on both sides.
Furnished with Blank Heading or Numerical Tabs.
Carried in stock in No. 1 Grade, Medium weight, White Color.

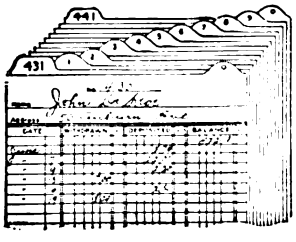


No. 1701½ C. I. One-Row 8x5 Unit
Contains 6 files, the inside dimensions being 5⅛ in. wide, 8½ in. high, 14 in. deep, for which we furnish Bank Ledger Cards and Guides to order

No. 426 Card Index Cabinet
Outside measurements
12¾ in. wide, 17¼ in. high, 17⅛ in. deep.

The Files in Nos. 126, 226 and 426 Card Index Cabinet for Savings Bank Cards measure on the inside 4⅞ inches wide, 7⅞ inches high, 14⅞ inches deep.

No. 126 C. Unit
Steel Horizontal Section
containing Six Check Files



Form 26-S. Card, with Tabs.

No. 226 Card Index Cabinet
Outside measurements
12¾ in. wide, 9½ in. high, 17⅛ in. deep.

Savings Bank Ledger Cards and Cabinets

The Card Ledger System in the Savings Department will have a tendency to rapidly reduce the length in the waiting line of impatient depositors, besides raising the efficiency of the clerical department up to the required speed.

There are two methods of filing savings bank ledger cards—alphabetical and numerical.

With the numerical system, it is customary to run the account numbers according to the pass-book numbers, making it unnecessary to refer to a supplementary index when entering deposits.

There is no transferring from one ledger to another at the end of the year, because the card can be removed from the Vault when the account is closed and replaced when open.

As the number of accounts increase year by year, sets of indexed cards – as many subdivisions as would be desired to facilitate reference – may be easily substituted for the original set.

A savings bank ledger is perpetual. No transferring, re-indexing or opening up new ledgers.

The form above illustrated is a stock card, size 7x4¼ inches, pen-ruled on both sides, admitting seventy entries.

It is furnished either with blank headings or numerical tabs. Stock Forms for 8x5 inch Files also furnished.

Samples of stock or special forms submitted on request, together with alphabetical or numerical guides.

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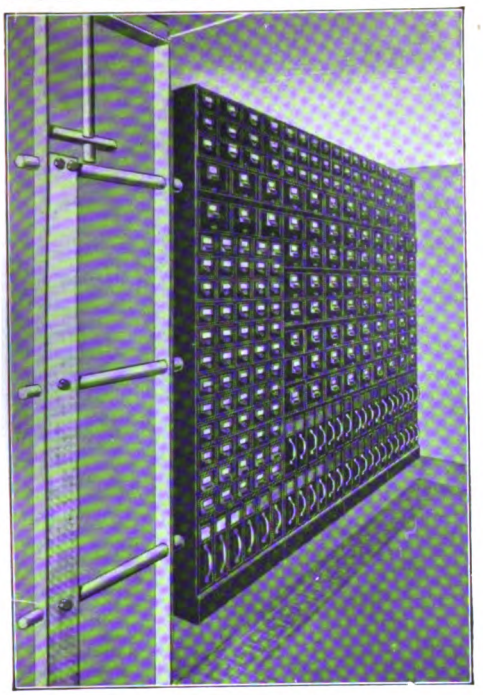
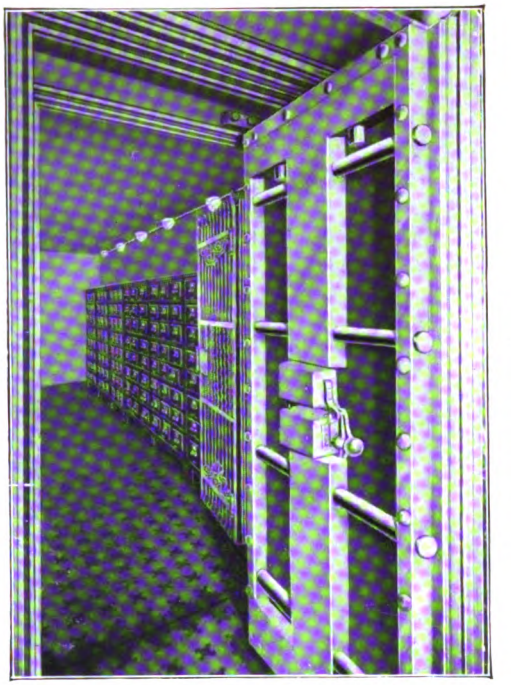


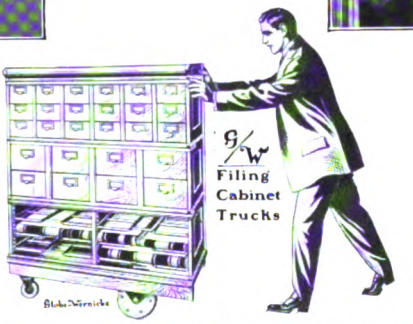
INTERIOR OF BANK VAULT
Fitted with Globe-Wernicke
Steel Horizontal Sections.

BANKS

Bank Vault Interiors Fitted with Globe-Wernicke Steel Filing Cabinet Stock Units Arranged as Wanted—Duplicates Obtainable at any Time.



INTERIOR OF BANK VAULT
Fitted with Globe-Wernicke
Steel Horizontal Sections



Almost any desired arrangement of document files, roller shelving for large books, check files, storage, etc., either for permanent vault equipment or as truck outfits can be obtained by using Globe-Wernicke Steel Filing Cabinets.

Steel Units for Truck Combinations

The Collateral File

The Paying Teller's Truck

The Note Teller's Truck

Globe-Wernicke Bank Vault Units of Standardized Dimensions, include:—Vertical Files, Letter and Cap sizes; Check Files, Document Files for Abstracts, Applications, Bonds, Policies, Mortgage Notes, Securities, etc.; Card Index Files, for signature, rental, ledger, savings-account and customers' lists, Cards in 3x5, 4x6 and 5x8 inches; Roller Shelf Sections for bound ledgers; Metal Boxes, Pigeon Hole and Metal Drawer Units for records, ledgers and pass-books.

Globe-Wernicke Files Mean Better Service.

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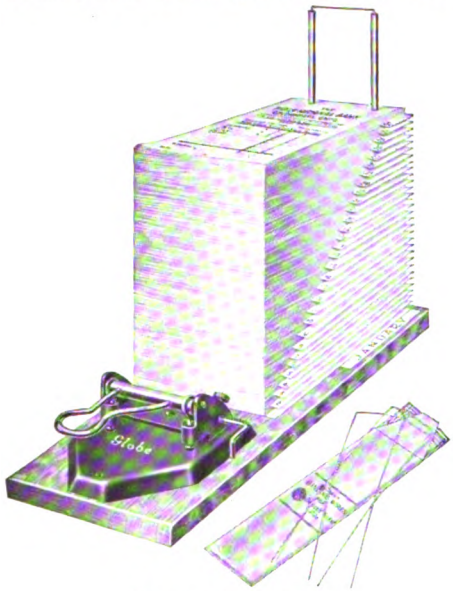
BANKS

Globe Deposit Ticket Files

These files are substantially made. Heavy Oak Board upon which is mounted a No. 5 Globe Perforator. Two holes are bored in under side of board, permitting cuttings from Perforator to escape. Two heavy seamless steel tubes, 9 inches high, engage in threaded metal bushings countersunk in board, thus creating the desired rigidity.



Extra Supplies

Extra supplies for either No. 105 or No. 205 Files for one year, consisting of twelve Daily Indexes, one Monthly Index and 12 wires. Packed complete in box.

When ordering, specify whether extra supplies for No. 105 or No. 205 are desired.

No. 105 Deposit Ticket File

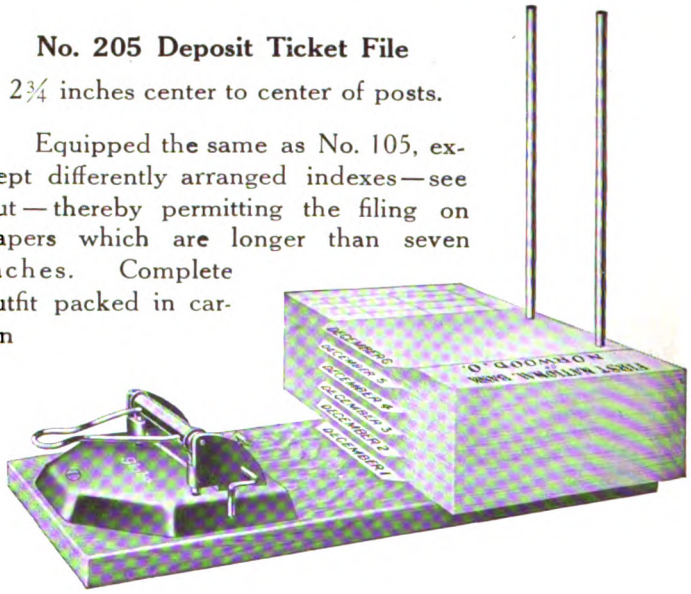
2¾ inches center to center of posts.

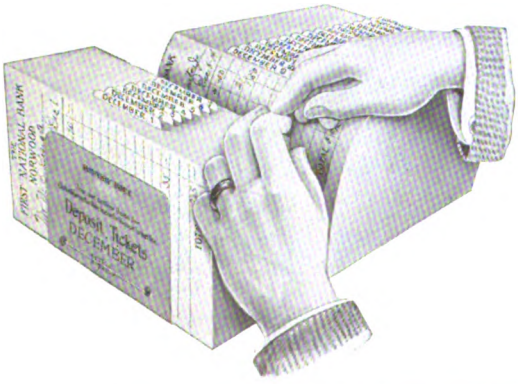
Consists of a Board, Perforator, 2 Filing Posts. Also 12 Wires used for binding the accumulated tickets, sufficient to last one year, 12 Daily Indexes and 1 Monthly Index. For papers 4¼x7 inches. Outfit complete as described is packed in a neat carton ready for shipping.

No. 205 Deposit Ticket File

2¾ inches center to center of posts.

Equipped the same as No. 105, except differently arranged indexes—see cut—thereby permitting the filing on papers which are longer than seven inches. Complete outfit packed in carton





This illustration shows one month's accumulation of deposit tickets, sales slips, or other papers taken from a No. 205 File and bound with wire. Opens like a book for reference.

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BANKS

Bankers' Note Cases and Office Ticklers

Bankers' Note Cases can and should be as carefully considered as any of the other office tools used in banking and trust companies.

We furnish three distinct styles of them, finished in substantial and attractive manner.

No. 1 Very handsomely trimmed with nickeled corners, drop handle and lock. Lid, when open, supported by quadrant. The interior is furnished with forty adjustable pasteboard partitions running on a movable rod in recessed bottom of case. The alphabet is divided in twenty partitions, the remaining twenty being left blank for special names.

The partitions will be labeled, where preferred, with the months and days of the month for arranging notes by dates on which they fall due. Made of seasoned wood and heavy tarboard, lined with imported marbled paper and covered with seal-grain leather, padded on top.

Outside dimensions, 14¼ inches long, 11½ inches wide, 6⅜ inches high. Accommodates papers 10⅛ by 4½ inches.

Bankers' Note Case No. 1

No. 2—Differs only from No. 1 in being covered with art canvas and in style of lock. Has no metal corners. Furnished with same supplies as No. 1 Case.

No. 3—Made of seasoned Quartered Oak, finished in dull antique on outside; interior also finished.

Fitted with metal follower block sliding on counter-sunk rod. Copper oxidized drop handle and flat key lock. Absolutely dust proof when closed. Furnished with same supplies as No. 1.

Outside dimensions, 13¾ in. long, 10⅞ in. wide and 6¼ in. high.

Will accommodate papers 10⅛ by 4½ in.

Bankers' Note Case No. 2

Office Ticklers.

These office ticklers, made of Quartered Oak, antique finish, locked corners, are equipped with monthly and daily guides; will accommodate papers 10 by 4¼ inches.

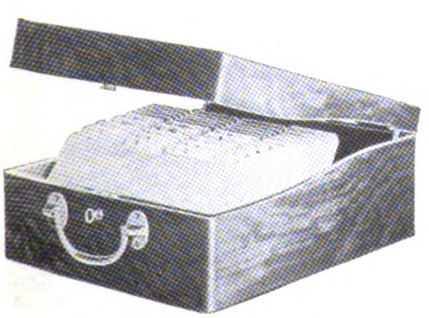
No. 1—Oak, with open top.

No. 2—Oak, with hinged cover and fitted with flat key spring lock.

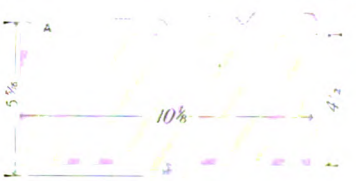
No. 3—Same as No. 2, but made of three ply binders' board, covered with imitation black seal leather and lined with imported comb marbled paper.

Outside measurements, 10¼ in. long, 6½ in. wide by 5 in. high.

Your dealer can easily supply the pattern and size desired from our trade catalogue, which we furnish.



Bankers' Note Case No. 3



We furnish Daily, Monthly, Alphabetical and Blank Guides for Bankers' Note Cases.

Office Tickler, Quartered Oak
No. 2, with Lid
No. 1, without Lid
No. 3, made of Binders' Board, covered with Imitation Seal Leather.

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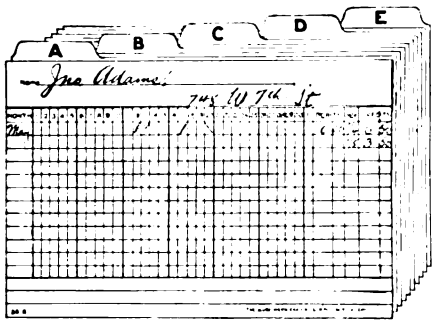
PHYSICIANS AND DENTISTS.

The Correspondence is best filed alphabetically according to the Globe-Wernicke Safe-Guard Method (see page 3) in Vertical Files.

Ledger Accounts.



Daily Account Card for Physicians' Use.

Form 34-S (3x5 inches). Form 35-S (4x6 inches).

The card illustrated above, is designed particularly for Physicians' use in keeping record of professional calls, prescriptions, etc., though it can be utilized as a daily account card for various lines of business.

It is ruled for thirty one days in the month.

The character mark under date "May 12" indicates a professional call and the short lines at right angles indicate prescriptions.

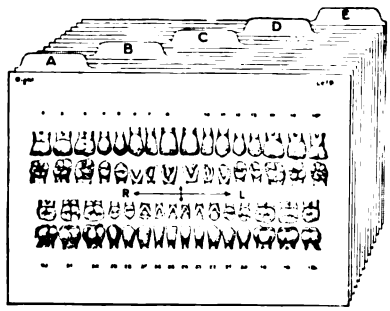
The Cards are filed alphabetically according to patient's name.

History of the Case.

The History Card is filed alphabetically by patient's name. The card is ruled and printed to show complete data. The reverse side of Ledger Card is often used for a history of the case.

Where there is stenographic service it is preferred to typewrite case history on letter sized sheets and file them in vertical file folders.

Dentists' Card Form 25-S

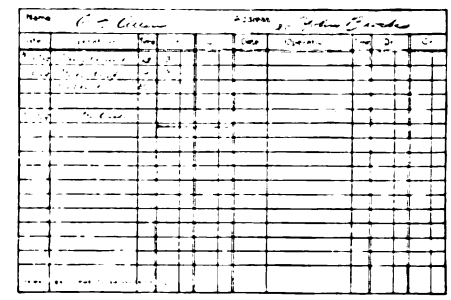


Reverse Side, Form 25-S Dentists' Card.

This form of dental card combines both ledger record and case history, the former being entered on the face of the card and the character of treatment on the reverse side.

Whenever the operation is made, the particular tooth, or set of teeth receiving treatment, is indicated by a ring, and on the reverse side of the card is recorded the date, name of operation, time consumed and amount charged.

As often as remittances are made, credit is duly recorded on the card until account is balanced, when it is transferred to an Alphabetical Index, where it becomes part of a complete history of all the operations performed during the year, thus furnishing a most valuable record for a dentist desiring to retain an intimate knowledge of his professional work, his list of patients, those who are prompt and those who are unreliable in their payments.



Face Side, Form 25-S Dentist's Card

S-3317 V. L. Section (Vertical Letter) containing 2 Files, each measuring inside 12¾ inches wide, 11¼ inches high, 15⅞ inches deep.

S-3317 C. I. 35 Section (Card Index) containing 15 Files for cards 3 inches high by 5 inches wide; 15 inches deep inside.

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LIBRARY FILING

Vertical Files for Mounted Photographs. Used by Public Libraries everywhere.

Fig. 1
Illustrations pasted to mounting card.

Fig. 2
Extract from newspaper pasted to mounting card.

Fig. 3
Booklets can be attached to Division Guides by means of clips

Libraries are rapidly extending their sphere of usefulness not only by distributing literature, but also by interesting their patrons in art, science and research through the media of photographs, illustrations from current magazines, art publications, etc.

The method of indexing these illustrations on mounting cards is practically the same as the card catalogue system, the photographs being mounted on cards and filed between Guides in Globe-Wernicke Vertical Files.

Booklets can be attached to the Division Guides, as illustrated in Figure 3, and unmounted photographs, loose sheets and clippings can be filed in our gusset-end folders, as illustrated in Figure 4.

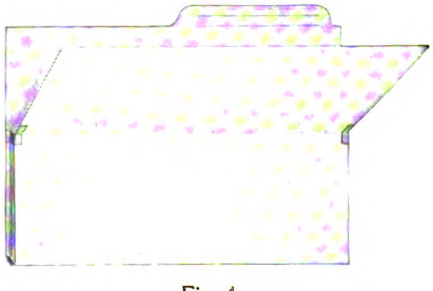

Fig. 4
Manila Folders with Gusset Ends.
For unmounted photos, loose sheets, clippings, etc. Contents can be indexed on tab. Gusset ends and bottom, one inch expanding capacity.
No. 661 - $11\frac{5}{8}$x$9\frac{7}{8}$
No. 662—$14\frac{1}{4}$x$9\frac{7}{8}$

The Globe-Wernicke Agent or Home Office (Cincinnati) will Offer Suggestions.

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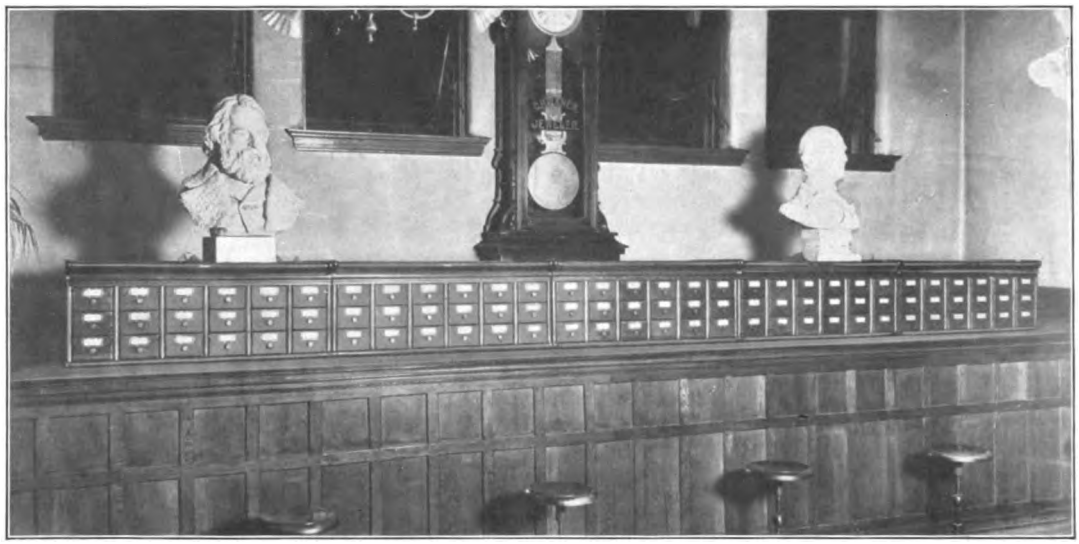
LIBRARY FILING

Globe-Wernicke Sectional Equipment as Used in Public Libraries.



Interior View of Library Equipped with Globe-Wernicke Card Index Files.

Catalogue and Shelf List Cards

GRADES—Cards are listed in two grades only. Grade No. 1, all linen ledger stock, high grade. Grade No. 0, extra bank ledger stock—best quality obtainable. *Specify grade wanted.* Cards of high and medium grade bristol also furnished.

WEIGHTS—Cards are furnished in four weights—light, medium, heavy and extra heavy. *Specify weight wanted.*

COLORS—Grade No. 1 carried in stock in white, buff, blue, green, salmon, cherry and grey. Grade No. 0 furnished in white only. *Specify color wanted.*

SIZES—Cards are 3 inches high by 5 inches wide or 7.5x12.5 cm. Any size of card is furnished to order. *Specify size wanted.*

PUNCHES—Cards punched for round rod files. Other styles of punches or no punch, when so ordered. *Specify style of punch wanted.*

RULING—Pen ruled cards are furnished in five styles, 1-S, 2-S, 3-S, 0-S and 00-S, ruled on one side only. See opposite page. *Specify style of ruling wanted.*

BLANK CARDS—In ordering blank cards, specify grade, weight, color, size and style of punch.

All cards are cut with rotary knives, which leave the edges smooth and true, insuring perfect alignment in the files, so they may be fingered with rapidity and ease.

Knowledge of the method of manufacture of raw materials which go into cards will be of assistance to the librarian in selecting them. The best linen ledger stock from which Globe-Wernicke cards are cut, is manufactured from pulp made of new linen rags, while the chemicals employed are the purest obtainable. The result is a card of great strength with a hard surface which does not discolor, become brittle or deteriorate with age, while it can stand the maximum of handling or erasure without losing its snap.

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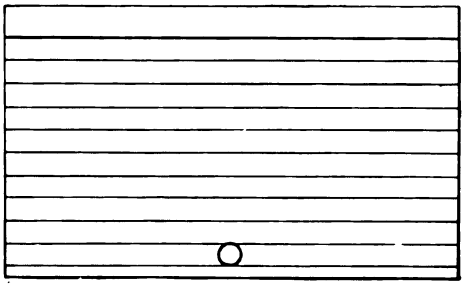
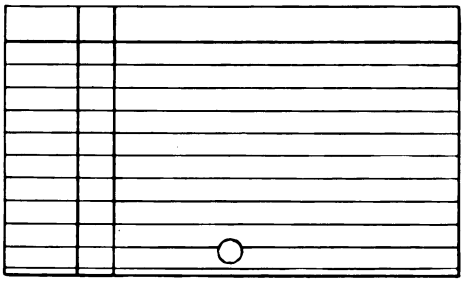
LIBRARY FILING

Catalogue and Shelf List Cards.



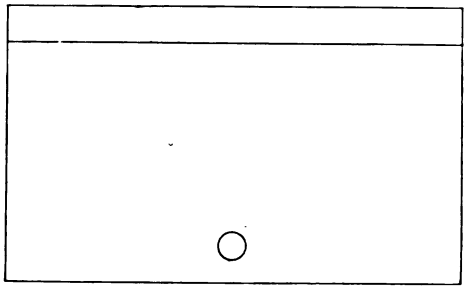
1-S Ruling

3x5 inches					7.5x12.5 cm.
1351, Punched Round Rod, 1-S					1331-C
1352,	"	"	"	"	1332-C
0351,	"	"	"	"	0332-C
0354,	"	"	"	"	0334-C



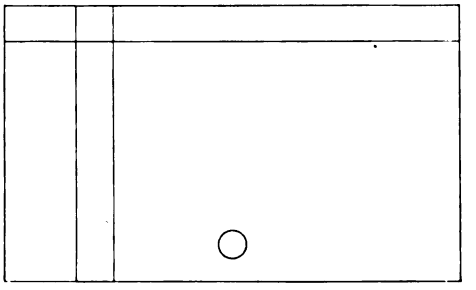
2-S Ruling

3x5 inches					7.5x12.5 cm.
1351, Punched Round Rod, 2-S					1331-C
1352,	"	"	"	"	1332-C
0352,	"	"	"	"	0332-C
0354,	"	"	"	"	0334-C



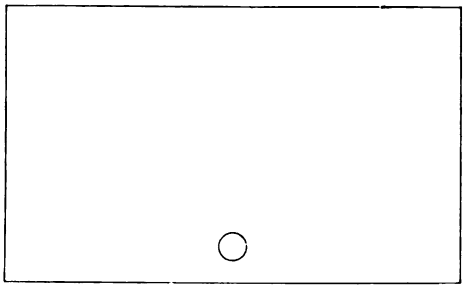
00-S Ruling

3x5 inches					7.5x12.5 cm.
1351, Punched Round Rod, 00-S					1331-C
1352,	"	"	"	"	1332-C
0352,	"	"	"	"	0332-C
0354,	"	"	"	"	0334-C



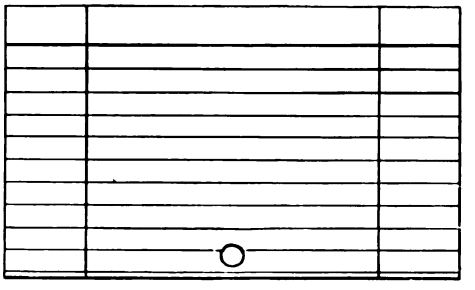
0-S Ruling

3x5 inches					7.5x12.5 cm.
1351, Punched Round Rod, 0-S					1331-C
1352,	"	"	"	"	1332-C
0352,	"	"	"	"	0332-C
0354,	"	"	"	"	0334-C



Blank Card

3x5 inches					7.5x12.5 cm.
1351, Punched Round Rod, blank					1331-C
1352,	"	"	"	"	1332-C
0352,	"	"	"	"	0332-C
0354,	"	"	"	"	0334-C



3-S Ruling

3x5 inches					7.5x12.5 cm.
1351, Punched Round Rod, 3-S					1331-C
1352,	"	"	"	"	1332-C
0352,	"	"	"	"	0332-C
0354,	"	"	"	"	0334-C

Form 2-S Cards with printed heading "For Criticism of," "For Biography of," "For Bibliography of," "For Description of," "For History of." Furnished to order.

In above tables first figure indicates *grade*, next two figures *size*, and last figure *weight*, *i. e.* 1352 is first *grade*, 3x5 *inches*, medium *weight*. For cards 7.5 x 12.5 cm. use designations as tabulated. Example, 1332 C.

Specify grade, size, weight, color, punch and ruling wanted. Example, "Send 1,000 No. 1351 White cards, punched Round Rod, 1-S Ruling.

Globe-Wernicke Offers the Highest Quality.

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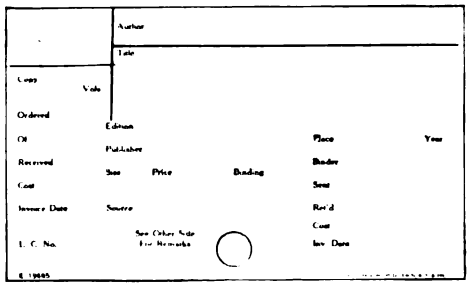
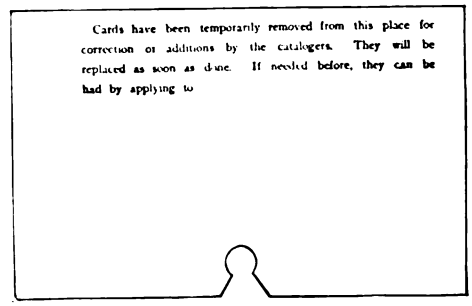


Combination Order and Shelf List Card.

LIBRARY

FILING


Cards have been temporarily removed from this place for correction or additions by the catalogers. They will be replaced as soon as done. If needed before, they can be had by applying to

Removal Card Form 44-S

Combination Order and Shelf List Card.

A form of card that has been adopted by many Librarians as its use effects many economies in ordering and accessioning books.

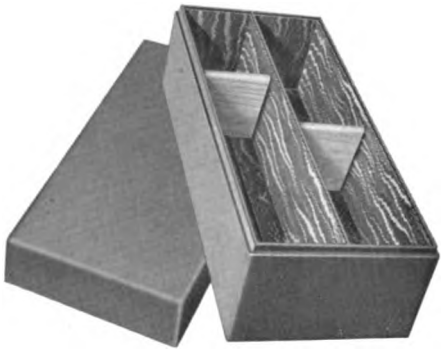
Price on application.

Removal Cards.

7.5 x 12.5 cm.

Form 44-S

Carried in stock only in *green* color, medium weight, medium grade, punched as shown.



Total Inside Capacity 27 inches

Globe Charging Trays.

Globe Charging Trays are made of heavy tarboard, covered with black cloth and lined with marbled paper.

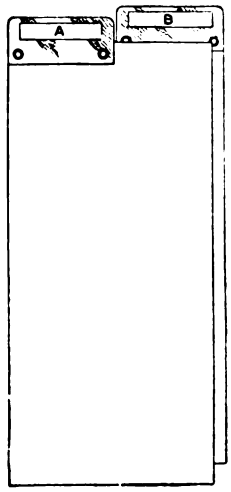
They have two Compartments each fitted with following block, adjustable at any point desired.

Will accommodate cards 5x3 in. or 12.5 x 7.5 cm. with guides.

All trays fitted with lids as shown.

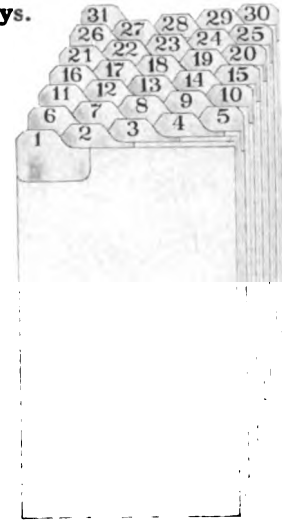
See price in supplement.

Guides for Charging Trays.



No. 53 Metal Tabbed charging Tray Guides.

Made in Heavy Grey Press Board. Guides 5½ in. high by 3 in. wide, with metal tabs distributed halves. Metal Tabs provided with removeable labels. Furnished with blank labels or with labels indexed in any standard computation or sets desired. No Punch.



No. 53 Celluloid Tabbed Charging Tray Guides.

5 5/8 in. high by 3 in. wide. Made of buff No. 1 Card Index Guide stock with celluloid tabs. Tabs cut fifths distributed. Furnished in any standard computation of sets desired. No Punch.

Charging Tray Guides for the Browne System.

Charging Tray Guides 5 cm. wide x 12.5 cm. high, body measurements, made of heavy grey Pressboard with metal tabs, one position only, or made of No. 1 buff card index guide stock 5 cm. wide x 12.5 cm. high, body measurements, tabs 5/8 in. high with celluloid tabs, cut thirds distributed, are also furnished.

For Quality, Durability, Finish and Low Price —G-W Files.

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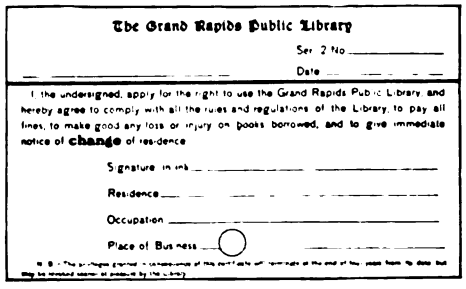
LIBRARY FILING
Stock Form Cards.


The Grand Rapids Public Library

Ser. 2 No. _____

Date _____

I, the undersigned, apply for the right to use the Grand Rapids Public Library, and hereby agree to comply with all the rules and regulations of the Library, to pay all fines, to make good any loss or injury on books borrowed, and to give immediate notice of **change** of residence

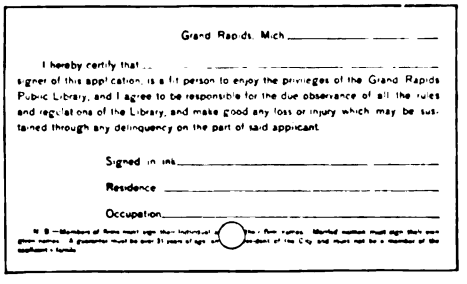
Signature in ink _____

Residence _____

Occupation _____

Place of Business _____

Form 38-S Face Side (with heading changed as ordered.)


Grand Rapids, Mich. _____

I hereby certify that _____ signer of this application, is a fit person to enjoy the privileges of the Grand Rapids Public Library, and I agree to be responsible for the due observance of all the rules and regulations of the Library, and make good any loss or injury which may be sustained through any delinquency on the part of said applicant.

Signed in ink _____

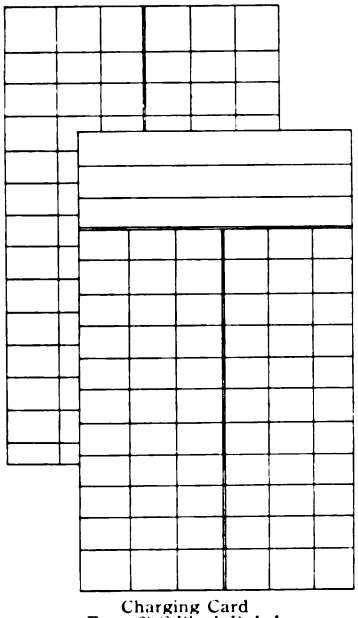
Residence _____

Occupation _____

Form 38-S Reverse Side

Application and Guarantors's Cards

Application Card furnished with or without Guarantors Form on reverse side.
Specify grade, weight, color, size, and style of punch.


Charging Card
Form 39-S Blank Ruled

Charging Cards

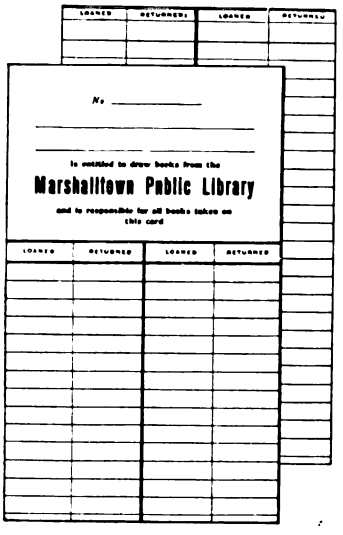
Charging Cards are carried in stock in No. 1 grade, light weight, white color, 7.5x12.5 cm.

Borrower's Cards

Borrower's Cards are carried in stock in No. 2 grade, heavy weight, salmon color, 7.5x12.5 cm.

Prices on Charging and Borrower's Cards other than stock, quoted on application.

Give full specifications when ordering.


LOANED | RETURNED | LOANED | RETURNED

No. _____

_____

_____

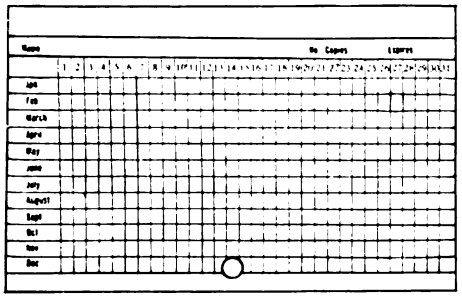
is entitled to draw books from the

Marshalltown Public Library

and is responsible for all books taken on this card

LOANED | RETURNED | LOANED | RETURNED

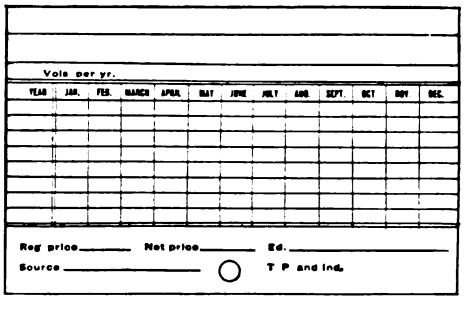
Borrower's Card
Form 40-S with heading changed as ordered.


Name _____ No. Copies _____ Layers _____

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Jan.
Feb.
March
April
May
June
July
August
Sept.
Oct.
Nov.
Dec.

No. 41-S for Daily and Weekly Periodicals


Vols. per yr. _____

YEAR | JAN. | FEB. | MARCH | APRIL | MAY | JUNE | JULY | AUG. | SEPT. | OCT. | NOV. | DEC.

Reg. price _____ Net price _____ Ed. _____

Source _____ T. P. and Ind.

No. 42-S for Monthly and Yearly Periodicals

Periodical Record Cards

Form 41-S, printed on both sides; illustration shows face side only. Reverse side is pen ruled and gives firm, date and price.

Form 42-S, printed on one side only, as shown. Form 41-S and 42-S carried in stock in No. 1 Grade, medium weight, white color, 7.5x12.5 cm. only.

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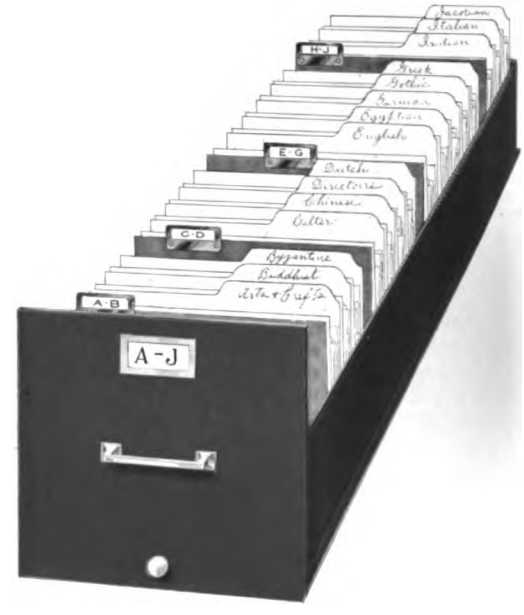
FILING EXTRACTS, TREATISES, MAGAZINE ARTICLES, ETC.

An Indexed Encyclopedia of Current Events



A Vertical File affords a dependable method of filing extracts worth keeping, besides being self-indexing

Valuable articles are lost sight of when magazines are allowed to accumulate.

File what is worth keeping—destroy the rest.

A big stack of unread, but valuable papers, especially of a technical and instructive character often proves an agonizing sight to the man who keeps shifting them from one place to another, fearful that the maid or the janitor will suddenly dispose of the whole bunch.

Magazines accumulate so rapidly, that, unless reviewed at once, they are apt never to be opened until too late to prove of any real service.

The old-style scrap book is an antiquated way of preserving extracts worth keeping.

It needs to be relegated to the attic with other things we wish to forget.

The modern scientific method is to use the **Globe-Wernicke** Vertical File—the extracts and clippings being put into tabbed folders, which are alphabetically arranged according to subject.

No more get-at-able method of collecting information by a purely mechanical process was ever invented.

Handsomely finished cabinets mounted on leg bases in steel olive green for offices or in quartered oak or imitation mahogany are furnished for home libraries.

Such a file in time becomes a loose leaf encyclopedia—all of the extracts relating to any one subject being in separate folders, making it possible to compile a reference work from various authorities that is as easily referred to as a dictionary, but infinitely more interesting and instructive.

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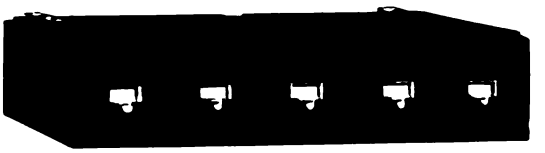
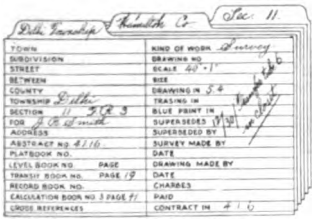
ENGINEERS, ARCHITECTS AND CONTRACTORS



6¼ inches high
S-3317½ C. I. 35 One Row Section (Card Index)

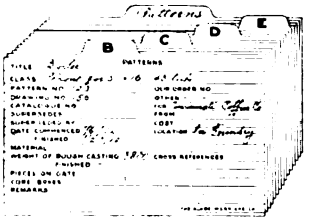
S-3317 V. C. Section (Vertical Cap)

S-3317 F. W. D. Section



These Cards 3 x 5 in.

Steel Files for 5 x 8 in. Cards and 5 x 8 in. Loose Sheet Field Notes



Index Cards to Drawings and Specifications

The large volume of computations, drafting, service and field work rendered necessary by the scope of operations supervised by the city engineer's office, makes imperative the provision of some simple, but accurate, system of recording and filing.

Globe-Wernicke Vertical File and Card Index Cabinets are now being generally introduced in municipal engineering departments, as well as by private companies.

The loose sheets for field notes, when filed, are 5 x 8 inches in dimensions, which conform to the standard 5 x 8 card that can be filed in our No. 58 C. I. Cabinets.

Records and tracings filed vertically or flat are usually indexed on a 3 x 5 card.

On the tracing should be entered the drawer number corresponding to the number of section or drawer in which the tracing is filed.

As a matter of record and protection in case of legal suits, many engineering departments operate photographing outfits showing process of work under way.

The value of these photographs cannot be disputed, especially in legal investigation.

Shallow Drawers
For Drawings. Furnished in both Wood and Steel

The photographs are filed in Vertical cabinets, the method of indexing being the same as that used by newspaper offices.

Globe-Wernicke Filing Equipment Prevents Waste Energy.

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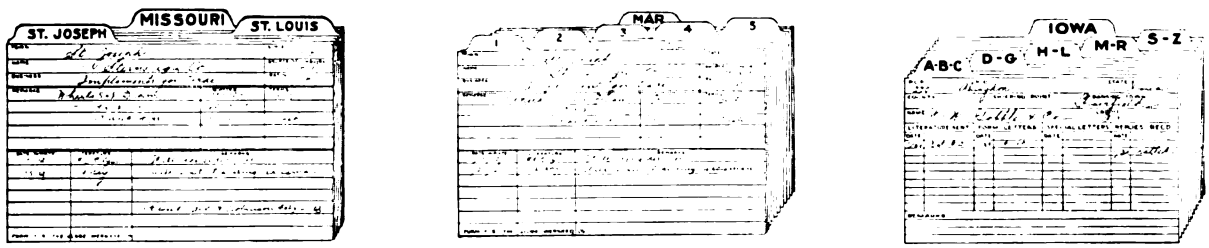
IN THE MAIL ORDER HOUSE

A Typical Globe-Wernicke Filing Cabinet System in a Mail Order House



These 3x5" Cards illustrate method of Indexing Prospective and Customers' Records in the Card Files.

In the Mail-Order House the Vertical File and the Card Index Cabinets are as essential to the promotion of this class of business as the hammer and nails are to the carpenter.

The manager is absolutely dependent on the correspondence department and looks for accuracy in filing papers to promote rapidity in finding them.

The method of indexing papers and letters now generally recognized as the most successful by mail-order houses is the geographical system of indexing—that is, dividing a cabinet according to states, the Division Guides indexing the towns. See page 10

Where the size of the town warrants, auxiliary guides can be introduced.

Where territory is divided up among district managers by counties, we supply County guides as well as Town guides for all states in the union.

In order to avoid complications, the same method of indexing card records by states and towns should be employed.

Naturally, for follow-up inquiries, the monthly and daily guide cards form part of the sales manager's equipment.

Salesmen who are following up prospects personally can be kept constantly informed by the use of carbon copies, thus maintaining intelligent team work between the home office and the distributing forces at all times.

For Smoothest Operation, Strongest Construction, Greatest Capacity, use G-W Files.

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THE NEWSPAPER OFFICE

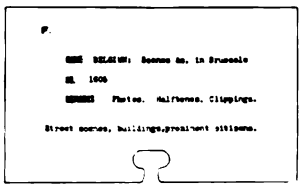

Fig. 1

Index Card to Photographs. This 3x5 Card Filed Alphabetically.

Fig. 2

This illustration shows an up-to-date newspaper morgue, consisting of ten No. 7041 V. L. Uprights (steel) arranged in two rows, back to back. This morgue has a capacity of many thousands of photographs such as are required by the large city dailies.

Fig. 3

Folders for Photographs, Biography, etc., filed numerically.

No. 7043 Card Index Upright containing 20 Files for 3x5 cards. For cross indexes or subscribers' lists.

No matter how small the newspaper, it is likely to be provided with a morgue. It is the timely pictures that lend interest to the news, and make the great demand for a paper. An up-to-date, properly indexed morgue is a potent factor in helping a newspaper dominate in its locality.

All pictures are numbered and kept in envelopes, and pictures relating to the same subject are kept in the same envelope. The envelopes are filed in numerical order, while a cross index by subject, on 3x5 record cards will at a glance give the numbers of all pictures that are in any way connected with the subject. For instance, in the case of photographs of the President, the card index will indicate when, where and under what circumstances the pictures were taken, while cross references are also made to the places themselves.

In the circulation department, the names of all subscribers are kept on card index records. These can be arranged geographically as well as alphabetically, by routes in the city, or county or by states.

In all departments, Globe-Wernicke Sectional Bookcases are indispensable for housing the reference library.

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The Globe-Wernicke Co.
Dept. G.

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UNIVERSITY OF MINNESOTA
wils
651.5 G51
Globe-Wernicke Co., Cincinnati.
Filing and finding papers by the Globe-W
3 1951 002 375 595 O

WILSON
ANNEX
AISLE 58

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